



## Success Notes for a **BIG BNI Member Extravaganza Event**

If **ALL** members of the chapter keep these points in mind, you will have an extraordinary extravaganza visitor day event.

- ★ Bring your business cards and marketing material.
- ★ Be available to promote your business!
- ★ Promote each other's business, and make it a goal to introduce guests to the 'key' members of their power spheres that are in your own chapter.
- ★ Make sure guests can easily identify your location from the main road.
- ★ Expect your first guest to arrive at least 10 minutes earlier than you already expect. ;) If you have everything prepared with this in mind, you will be ready when the first guest arrives.
  
- ★ **All members should be at the meeting location at least ½ hour before the event:**
  - If 7:30 event, you should have a 7am member arrival – open doors for members
  - You want to be completely prepared for the first visitor to walk through the door.
  - Everyone should know what they are responsible for preparing, before you arrive, and easily complete your tasks! This will make for an enjoyable prep time.
  
- ★ **Don't forget that your guest speakers are special 'guests', everyone should take the opportunity to introduce yourself and meet these guests. Remember, they are outstanding BNI members for a reason! They are great resources and contacts. Keep in mind, promoting their businesses is the ultimate way of saying 'Thank You'.**
  
- ★ Make sure you have enough coffee if you are going to offer it. If you think there is a possibility you won't have enough, don't offer it. Coffee should be ready to be served before the first guest arrives.
  
- ★ **Ask members to bring ONE gift for the drawing. Max value \$20. You are welcome to bring more.**
  
- ★ **Require members to each read the event agenda, President: you may need to direct the members as to who will be speaking at the specified time. Make sure this is reviewed by everyone individually before next Wednesday. If you have questions, ask.**
  
- ★ Task someone to put together the guest/visitor packets. This should be complete when you arrive, do not complete during event preparations.
- ★ Everyone should be working the room during networking, and no one should be preparing during open networking. Enjoy your time to promote at your special event!
- ★ Make your visitor table outstanding, make people notice it, and want to look at the items on it.
- ★ Make sure EACH guest gets a name tag.
- ★ Make sure EACH guest puts their name on a referral slip, and the name of the person who invited them.
- ★ Make sure EACH guest signs the visitor sign in sheet.
- ★ Have someone at the door, or 2 people outside, to greet everyone as they enter. Direct them to the visitor table and/or coffee. Encourage guests to enter and not linger. Remember, you are the first faces of the chapter that most guests will see... be welcoming and happy to see everyone!
- ★ The visitor table should be on the other side of the room, and accessible. Don't crowd the door, make it inviting to enter!
- ★ Make sure your meeting room is completely setup, with all of your leadership team materials in order, on your leadership team table, before the first guest enters that room.
- ★ Everyone wears their BNI NAME BADGE! Everyone should have a PEN!
- ★ Bring Marketing Materials to display on your visitor table. Be proud to be a member of this great chapter, and such a big part of this HUGE event!