

## To our Guests:

*We are so glad you are visiting with us today!*

During the meeting, you will be given the opportunity to give a "30 second infomercial about your business." When you do, there are a few things we would like to ask you to keep in mind.

1. Listen for when the chapter president tells you to **pass your business cards** around the table so our members can get a card from you.
2. Please **do not pass around marketing materials**. There is a table that is available where flyers can be placed and you can let everyone know they are available to be picked up after the meeting.
3. Tell us briefly what you do and **what kind of referral** you would like to receive, so we can be better equipped to help you grow your business.
4. **If your business conflicts** with an existing member's classification, tell us briefly what you do, but please do not ask for referrals since this is a privilege reserved for our members.
5. If you are an **existing member's employee**, we will not introduce you separately during the guest's time. As a representative for your employer, the only time you will be asked to speak is as a sub during the member's infomercial.
6. **Please listen for the bell**. Once it rings, your time is up, so please wrap up your comments and be seated.

We only allow 1 member per classification (business type), so if your classification is open or if you have questions about joining, please feel free to talk with anyone on our Leadership Team after the meeting.

You can also visit our group's website for more information at [www.athensbni.com](http://www.athensbni.com)

## Meeting Agenda:

*This should give you a good idea of how the meeting will proceed this morning. Each meeting has a similar flow. Below is the general order of events.*

1. Our president will introduce the leadership team first. You will get the chance to see who you should talk to for more information about our group.
2. Our education coordinator will give us an "educational moment." This is a short discussion time giving us tips on networking.
3. Each member will get a chance to give a "45 second infomercial." This time is used to give a brief summary of their business and what type of referral would be good for them over the next week.
4. All guests will be introduced and given a chance to give their "30 second infomercial." Be succinct and descriptive so we can get a good idea of your business. An example would be... "My name is Cynthia MacDonald with AthensGuy.com Website Design. We provide custom website design and hosting services. A good referral for me this week would be a church who is looking to revamp their website."
5. One of our members will give a 10 minute presentation about their business.
6. We go around the room one last time to give a quick summary of either number of referrals passed or a short testimonial. This should be no more than 15 seconds and guests are encouraged to join in. **Please listen for the bell**. Once it rings, your time is up, so please wrap up your comments and be seated.