

Priority Points for Visitor Hosts
The Visitor Host is a guest's first impression of your BNI chapter

Pre-meeting

1. Arrive no later than 6:45
2. Sign in guests
3. Collect two biz cards and write on back inviting member name
4. Give one of the biz cards to Pres
5. Attach other card to sign-in log
6. Give visitor your biz card as a "go to" person
7. Introduce visitor to another member

Visitor Orientation

1. **Thank you for coming**
2. Hand out visitor packets
 - a. Member policy brochure
 - b. Visitor info sheet
 - c. Application
 - d. Intent to Refer
3. Review policies:
 - a. Attendance
 - b. Training
 - c. Chapter specific
4. Review application
 - a. Product description is a Yellow Pages category
 - b. Complete application will help expedite process
5. Review investment in time and money
 - a. BNI
 - b. Chapter
6. Answer questions

Post-meeting

1. Make follow-up phone calls a few days after meeting (no more than two)
2. Fax visitor log to Mercer County Director

Binder:

Name Tags

Markers

Visitor Log pages

Stapler for attaching biz cards

Instructions for Visitor Orientation