

Convert visitors to members

The Flow

Invite!

Responsibility: All members

Ask someone you know who do they know?

Confirm Invitation

Responsibility: The inviting member

Confirm the day before your meeting.

Exchange cell phone numbers just in case.

Greet them when they arrive at your meeting

Responsibility: Visitor Hosts

Arrive early and have supplies ready:

Badges, Markers, Login Sheet

Have visitors fill in ALL information on Login Sheet

Tell them what to expect

Responsibility: Visitor Hosts

Ask for two business cards and write the name of the inviting member on the back

Explain how the 60 second presentations work.

Let necessary people know who they are

Responsibility: Visitor Hosts

Give one business card to the President for the meeting

Introduce the visitor to another member

Show them how BNI works

Responsibility: All members

Arrive on time, Give good presentations, Pass referrals, Finish on time, **Have a great meeting!**

Explain the details and commitment; how to fill out an application and why

Responsibility: Visitor Hosts

Conduct a Visitor Orientation during the last 5 minutes of the meeting continuing for another 15

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Let the directors know

Responsibility: Visitor Hosts

Staple the second business card to the visitor log and fax to: 609-419-1312

FOLLOW UP!!!

Responsibility: Visitor Hosts

Follow up with visitors, or assign the follow up to a member.