

JAN. 2nd 2010 SUPER BOWL CYBER REGIONAL

Host Responsibilities:

Meet and greet associates and guests in a positive, upbeat manner. Get excited!
Coach your team to do the same.

Start each segment on time! Very important!

You should have the speaker phone activated *before* the scheduled time of the presentations so that everyone in the room can hear the introductions of the speakers and be attentive to the presentations.

Lead by example and take notes throughout each segment. Have paper and pens available for guests.

Treat this exactly like you would a “Live Regional Event”...

No talking during presentations, leaving the room, etc.

Focus, focus, focus and act as if your speaker is standing in front of you and can see what is happening in the room.

Testimonies

Host Checklist:

- ___ Select venue with live, internet access

- ___ Screen w/ overhead projector
(or, if in home venue, cable to connect computer to tv)

- ___ Speaker phone w/ microphone

- ___ Set up room in typical “Regional Event” format
Music, temperature, lighting, etc.

- ___ Tools available for sale (Magazines, DVD’s, etc)

- ___ Recognition for rank advancements

- ___ Documents/worksheets handouts available

- ___ Enlist other associates to assist in meet/greet/interacting w/ guests

