

# ONSITE HOST GUIDE

PLANNER TIPS AND HELPFUL HINTS FOR A SUCCESSFUL RHYTHM EVENT!



## SET THE ROOM.

- **Arrive early.** Plan to be at your venue at least one hour before the doors open. This will allow you enough time to reacquaint yourself with the meeting space and locate your main contact person at the venue.
- **Prepare for thirsty attendees.** If you are serving refreshments, make sure this area is set up in an inconspicuous, yet convenient location. Ask the venue to provide waste cans and order plenty of supplies (cups, napkins, etc.) so that you don't run out mid-meeting. If you're having the venue provide beverages, ice, etc., make sure you know in advance who to call when this area needs to be replenished.
- **Make your meeting accessible to all.** Wheelchair seating locations should be on an accessible route that provides access from parking and transportation areas and that connects to all public areas, including rest rooms, public telephones, and exits. Conventional companion seating should be next to each wheelchair seating location.
- **Set up your support materials.** Designate a place to display the provided tools and support materials. Things like the 90-Day Planners, Jade GreenZymes Capsules brochures, QRS Sheets could be placed here or on the attendees' seats – or they could be given out by your meet-and-greet team. Other documents you might want to include in this area are the wholesale/retail order forms, Autoship forms and Consultant applications. [Note: Keeping a few catalogues and/or price lists on hand makes it easy for your attendees to reference the right product item codes and pricing.]
- **Briefly meet with your speakers.** Make sure the meeting monitor (you or whoever is keeping the meeting on track) and each speaker has a copy of your Event Agenda and knows when he/she is supposed to go onstage. [Note: Sometimes it's better for the speaker to know who they are following in the line up, rather than a specific speaking time.]
- **Test the audio and video.** Play the DVD in the player you plan to use during the meeting. To ensure all your attendees can hear the playback well, check the sound from a variety of locations in the room. Test each microphone and make sure those using them know how to turn them on and off.

- **Meet and greet.** Arrange for a hospitable and friendly person (or team of people) to greet each guest as they enter the room. It's important for guests to feel welcome and at ease. Ask questions and get to know who is at your event. Are they new to the company? Who invited them? Do they need help getting started? Do they have any questions you can help answer?

- **Don't forget the lighting.** If you're not using a production company, arrange for someone in your group to be responsible for dimming the lights before each video segment plays and bringing them back up once the segment is finished.

## CONDUCT YOUR MEETING.

- **Electronic intrusions.** To ensure you have an interruption-free meeting, ask the audience to please turn off all cell phones and pagers.
- **Kick it off!** Once the opening segment is done, enthusiastically introduce yourself and share your story. The tone of the meeting will follow your lead, so make sure your presentation is relevant, upbeat and engaging.
- **Recognize the winners.** When you get to the recognition portion, be sure to recognize each achiever in attendance individually. Encourage the audience to applaud their endeavors. They worked hard – let them hear it!

## CLOSE THE MEETING.

- **Wrap it up.** When you are done with standard meeting agenda, encourage your attendees to stay, network and ask questions. Leave out the order forms, Consultant applications and Autoship sign-up sheets. (For convenience, be sure to have extra pens and a stapler on hand.) Having a few experienced Consultants available for product and business questions is a great idea.
- **Warmly express your appreciation.** Thank your guests for attending and your support team for the assistance they provided. Let your guests know you'll gladly answer any questions they might have and instruct them where to drop off their order forms and applications.

**Finally, congratulate yourself on a job well done!** You just hosted a successful Rhythm meeting! And now that you've done one yourself, you're in a perfect place to help your downline host a quarterly meeting next time.