



TAG NZ WEEKLY OPEN MEETINGS STRUCTURE/FORMAT/TIMING

GUIDELINES & PROTOCOLS

A. DRESS CODE

Reps: Full Business Attire

Guests: Business/Smart Casual minimum

As leaders, you should not allow those with hats and shorts in the room; that will be your call on-site.

B. CHILDREN/BABIES

Please let ALL of your reps know that no children or babies will be allowed in the meetings under any circumstances. If two parents attend with a child, one should be asked to sit outside with the child while the meeting is happening.

C. CLOSED-DOOR POLICY

There will be no ins-and-outs during meetings. For TAG NZ OPEN WEEKLY MEETINGS that start at 7:30 PM, for example, the doors will close at 7:30 PM. (Remember that it's a 7 PM arrival for a 7:30 PM start.)

Anyone who arrives late will wait until the beginning of the DVD to be let in, only through a back door (where possible). All front doors should be closed well before the meeting starts to prevent potential distractions. The last time the back door will open will be at the conclusion of the DVD.

Anyone who leaves during the presentation will need to sit tight outside until either right before the DVD or right after. Someone should watch the door from the outside each meeting to:

- 1) Make sure that no one attempts to enter during the presentation and
- 2) Collect any funds/write nametags for those who are late.

PROFESSIONALISM is the KEY!!! If Bill Gates were speaking, none of the above (A-C) would even be an issue. Not until we treat this like the multi-million dollar opportunity that it is will we have tremendous success. You are ALL future Bill Gatesian-caliber networkers!!!!!!!!!!!!

D. IMPACT STATEMENTS/TESTIMONIALS

There are 5 testimonials per meeting. This is the MOST IMPORTANT part of the meeting; these will make or break the room. Make sure that this is a diverse group.

Recognitions are to be done in the following order:

- If there are promotions to ETT or ETL, they will take priority.
- If there are fewer than 5 promotions, lead with the non-promotions first, followed by the promotions.
- All of the non-promotions should be called to come up at one time (NOT one at a time), and it should be "pass the microphone".
- Next, the ETTs should be brought up in a group, followed by the ETLs.
- There should be a mix between those who just started and had quick success and those who have been in for a while who have strong reasons why.
- It is the responsibility of the upline TC to make sure that each recipient is trained on what is expected of them in doing an IMPACT STATEMENT.
- Let people know that it is to be 60 seconds or less, and the Speaker should remind them just before handing off the microphone; emphasise their sharing of their reason why.

- The leadership group running each weekly briefing centre should choose the testimonials the day before and coach them—spend the time with them so that you know that their time in front of the Group will be short and effective—be a great coach!

IMPACT STATEMENT CONTENT:

1. Past and Current Occupation
2. HOW and WHY they got involved with ACN?
3. WHERE can they see themselves (and family?) going with ACN in the future—(and how will that feel when it happens?)

Reps & Guests enter the room and fill in the relative door registration form - their name, potential sponsor (“Invited By...”) and contact information on a sheet at the front desk

If an attendee feels uncomfortable leaving his/her contact information on those sheets, let it go.

E. THE DESK

For a meeting of 200-250 people, there should be at least three people at the desk, starting one hour before the beginning of the meeting. They should have enough change in order to break many \$20 bills, and they should have all of the necessary items in advance:

- name tags, two magic markers (black),
- the sign-in sheets with pens.
- The volunteers at the desk should always be smiling and should be excellent “meet-and-greet” people...make the attendees feel good!!! 2-4 seats in the meeting should be saved for each of the guests of those volunteering at the desk.
- One desk volunteer should remain outside at the desk all the way through the meeting to make sure that anyone who arrives late pays/signs in/gets a name tag and, more important, to make sure that the door is not opened during the 1-9 or critical parts of the meeting (this is an extremely important role).

F. THE DOOR

For a meeting of 200-250 people, there should be at least two people meeting and greeting as attendees start walking through the door thirty minutes before the meeting begins. Their chief purpose is to check that no one is entering without signing in and paying at the front desk etc.

G. HANDOUTS

3 Handouts are given out as people walk from the rego desk. 1-9 (most important...on top), a next International Training (if applicable) - and an additional page (if necessary) promoting the next larger event in the area (all event flyers are available on the TAG NZ website).

Professional printing should be a priority!!! Spend funds from that which is collected at the desk to make sure that the flyers are near-perfect and looking good!!! Designate one person to do the printing and take care of this well in advance. Make flyers for 25% more people than are expected to attend.

Once the meeting starts, make sure that there are a couple of people with extra 1-9's to pass out just in case a few of the attendees did not receive this.

H. EXPENSES

Any expenses—for room rental, name tags, printing costs, equipment rental/purchase, etc.—should come out of the money collected at the desk. Any surplus should be put toward upgrades in equipment, venue, etc.

I. POWERPOINT

The presenter should present with a 1-9 in hand for the entire first half of the meeting, and should not even look at the screen; the Powerpoint for the 1-9 will only be for effect; every single person in the room should be looking at their own personal 1-9 handout. There should be a person operating the computer that will be scrolling through the 1-9 slides as the presenter goes through the information.

J. MEETING SCHEDULE

The meetings will go by this schedule (the example is a 7:30 PM meeting):

- 6:30PM - The room setup/audio-visual should be completely finished and the front desk should be prepared; money should begin to be collected and nametags/sign-ins initiated.
- 7.00PM - The music (TAG NZ upbeat 30-minute CD) should start inside of the room and the doors should open. Seating is first-come, first-serve. The only seats saved should be for those who are assisting in setting up the venue. The FRONT ROW is priority reserved for TC & ABOVE. If there no TCs, then FRONT ROW should be for ETLs ONLY.
- 7:20PM - Any saved seats should be released. The Speaker should have his/her wireless microphone on standby and ready to go.
- 7:29PM - Introduction of Speaker...please prepare this person in advance. 60 seconds of background information should be given, talking highly of Speaker #1 (also remind the group that all mobile phones are to be turned off for the duration of the meeting).
- 7:30PM - 1-9 Presentation (doors close)
- Lead with your personal story and why you intend to work with the Company (3 minutes)
- NOTE: Your Story and the 1-9 should NOT EXCEED 12 MINUTES
- 7:42PM - Begin the DVD (doors open briefly as DVD begins to let in anyone who arrived late)
- 7:48PM - Speaker #1 introduces Speaker #2 (if there are two Speakers). 5 Testimonials, pre-chosen, prepared, pass the microphone from the front (doors open briefly as DVD ends, then are closed for the rest of the meeting) 60 seconds maximum!!!
- 7:58PM - 1-5 Quick Start Training
- 8:18 PM - DONE; 30-minute music CD should re-start from the beginning.

EQUIPMENT:

The audio-visual portion of the weekly meetings and larger events is the most critical part of running an excellent meeting. Please have everything set up and ready to go one full hour before the start, with full run-throughs of all the equipment, DVDs, powerpoints, etc. to make sure everything is in order and that there are no surprises...

CLOCK:

Please purchase a digital clock that faces the Speaker at all times for the duration of the meeting; please be aware of the time if you are presenting; the clock will show the real time, not a countdown.

DVD PLAYER:

Use a DVD Player instead of running the DVD off of a computer. This minimizes errors/choppy playback.

SPEAKERS:

Please do NOT use small speakers that are attached to a computer for meetings of more than 100. For meetings greater than 300, you will need the larger, more powerful speakers that are mounted on stands.

LIGHTS:

These should be completely turned off for each video played.

PROJECTOR:

Have an extra light bulb just in case the one in the projector burns out. The higher quality the projector the better.

WIRELESS MICROPHONES:

There should be one that clips on to a tie/lapel, etc., that the main Speakers use, and one handheld for the introductions and testimonials. Make sure to have extra batteries for both, and test these before every meeting; dead batteries are common!

SCREEN:

At least 8 feet by 8 feet for 200 people, and 10 to 12 feet plus for larger groups...

STAGE:

Definitely for groups over 200.

AIR CONDITIONING:

The room should be cool to cold at all times to keep attendees alert.

DVDs/CDs:

This is up to the individual weekly briefing centres whether you would like to have DVDs, CDs, and representative applications for sale at cost, do this at the desk after the meetings. This can create a huge advantage for you and your local team, as the number-one business building tools are the DVDs/CDs, and we should get them into the hands of the new representatives ASAP! Buy in bulk in advance, and make it happen.

VOLUNTEERS:

For a meeting of 200 to 250, here is how many volunteers you'll need: Please have people already in place for:

- 2 -> Equipment (technically proficient)
- 1 -> Lights
- 3 -> Desk (one stays at the desk for the entire meeting)
- 2 -> Door
- 2 -> Passing Out Handouts/Setup of the Room
- 2 -> Child Patrol (roving)
- 1 -> Professional Printing of the Handouts One Day Before

... of course, for a meeting of 500-plus, double these numbers!!!