

Steps for a Successful Business Open Days Event

start

Schedule Event Date
with Region Office
435-767-7100
richard@bniutah.com
[5 TO 6 WEEKS BEFORE EVENT]

Step 1

Distribute Contact Sphere & Prospective Visitor Worksheets to all members. Event Goal is ALL members BRING One (1) or more Visitors to event.
[4 TO 5 WEEKS BEFORE EVENT]

Step 2

Members Use Forms to Identify who they know in OPEN professions.
[3 TO 4 WEEKS BEFORE EVENT]

Step 3

Members send invites to those they identified in previous step.
[2 TO 3 WEEKS BEFORE EVENT]

Step 4

Members make follow-up phone calls: "Did you get the invitation I sent...?"
[1 TO 2 WEEKS BEFORE EVENT]

Step 5

Members Register confirmed Visitors in BNI Connect.
Note: Some will not show so more than 1 is needed to have at least 1 at the event.
[1 TO 2 WEEKS BEFORE EVENT]

Step 7

BUSINESS OPEN DAY
Special Agenda and Director Team Presentation, All Members arrive at least 15 minutes early

Step 6

Members call their confirmed Visitors. This reduces No Shows.
[DAY BEFORE EVENT]

Step 8

Visitor Host Team coordinates follow-up with all Visitors after the Event to invite them to apply or come for 2nd Visit to the Chapter. Membership Committee reviews applications submitted by Visitors.

finish

Chapter adds several new Referral Partners to the chapter membership. Leaders, Mentors, and Members support new members in starting their BNI membership