



VISITORS DAY CHAIR- OVERVIEW

"You never get a second chance to make a first impression"
~Will Rogers

Our Visitors Day Chair will act as a coordinator with the Greeter, Venue, and Communications chairs to ensure each knows their role prior to the event. VD chair is to introduce each of our Executive Team, Regional Support and Chair Positions as the opening of the meeting.

Our room set-up is the same as any weekly event with the exception we designate one table as a registration table. Pre-arrange that with the server.

B2B will provide:

TABLE CLOTH

SIGN-IN SHEETS

NAME TAGS

WELCOME BALLOON OR SIGN TO HELP GUIDE GUESTS

Greeter Chair: will collect 5 -Business Cards, (Make sure we have an open seat for their category) 1 for each of the Executive Team, and Regional Support, and 1 to keep to Welcome at the beginning of the meeting. They will also give each guest a VISITOR HANDOUT and hit the highlights, and show them the filled categories on the back side.

Venue Chair: explain how we order and pay for our meal. Everyone must order.

Communications Chair: Prior to the event, Post events on social media, provide members with an overview and most wanted categories to fill. After the event, they will follow-up with visitors who did not join at the meeting and report back to the chapter the following week.

Visitors Day Chair: Briefly greet the Visitor, share a benefit of B2B or ask them what they are looking for in a networking group, then walk them into the room, introduce to another member/visitor and repeat with each one, recruit other members to assist if we get too many visitors at once.

AT THE CLOSE OF THE EVERYONE is encouraged to engage with visitors