

# Meeting Planner

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Greeter/Sign-in Person: \_\_\_\_\_ Display Person: \_\_\_\_\_

Company News: \_\_\_\_\_ Refreshments: \_\_\_\_\_

Awards: \_\_\_\_\_

**1. Share the Business Opportunity:** introduce guests, spotlight WHY Stories, illustrate income potential  
WHY Stories: \_\_\_\_\_

Income example: \_\_\_\_\_

**2. Basic Training: calendar control, booking techniques, recognizing green flags**  
Topic: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3-minute Shares:** \_\_\_\_\_  
\_\_\_\_\_

**3. Continuing Education:**(Focus on prospecting, sponsoring, booking, selling or improving people skills.)  
Topic: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

\_\_\_\_\_

**Party Training:** (Include some training on how to do a party at every meeting.)  
\_\_\_\_\_

**Recognition:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fun elements:**  
\_\_\_\_\_

**Announcements, Calendar and Bulletins:** (No more than 10 minutes of "housekeeping")  
\_\_\_\_\_

**Challenge or activity to put the learning into practice:** (The goal is to have them leave excited with a specific action plan! The challenge should relate to one of today's topic.)  
\_\_\_\_\_

On the back side of this meeting planner, have attendees sign in. After the meeting is over, note any expenses you incurred for awards and refreshments. This documentation could be valuable at a later date.