

Week of		Event Coordinator Master Plan			
<u>Week 0</u>	<u>Time</u>	<u>During Meeting</u>	<u>Hand outs/ Emails</u>	Member Homework & EC Reminders	Pg 2-4
OVERVIEW	5 Minute • Education Spot	• Philosophy/ Core Values • Explain Process • Timeline/Checklist	• Member handbook • Membership Drive Flyers	• Pull emails from BNI Connect • Email members - remind to bring member handbook next week • Email members - remind to start on list of 40 names, add attachments	
<u>Week 1</u>	20-25 Min	• Set Chapter Goal • Know your Numbers • Membership Drive Contest Rules • Give Places to Look	• Member handbook	• 20 Names - including : Name, Company, Profession • Email reminder to bring 20 names next week • Email reminders the day of meeting and the day before next meeting • Email Chapter Goal to SDC • Follow up with missing members	Pg 5-6
SET GOAL AND START LIST	• Education spot, short weekly presentations & feature presentation time together				
<u>Week 2</u>	15-20 Minutes	• Have members read off 20 names • Write Members name on Accountability Chart • Have member write how many on Chart	• Member handbook • Email Invitation Letters after the meeting	• 1st 20 Names on Letters • Next 20 names (40 total) • Email members reminder of 1st 20 names on letters & next 20 names • Follow up with missing members	Pg 6
HOLD MEMBERS ACCOUNTABLE	• Education spot and shorter weekly presentations time together				
<u>Week 3</u>	15-20 Minutes	• Have members read off 2nd 20 names • Have member write how many on Chart • Collect Letters & count on Chart	• Member handbook	• 2nd 20 Names on Letters • Email members reminder of last 20 names on letters • Follow up with missing members	Pg 7
HOLD MEMBERS ACCOUNTABLE	• Education spot and shorter weekly presentations time together				
<u>Week 4</u>	20-25 Min	• Have members read off letters & Collect • Have members write how many on Chart • Review Script • Talk of Importance of Calls • Have members Stamp & Seal Letters	• Letters from last week • Member Handbook • Stamps	• 1st Round of Calls Bring Names of RSVPs to meeting • Tally Total # of letters mailed. Send to AD/ SDC • Email members to remind for Follow-up calls • Follow up with missing members • Mail Letters	Pg 7-8
MAIL LETTERS Make 1st CALLS	• Education spot, short weekly presentations & feature presentation time together				
<u>Week 5</u>	15-20 Minutes	• Have members report names of RSVPs • Write count on Chart • Cover Visitors Day Reminders, Agenda • Remind of Time to Show up for the Event	• Follow-up Call Reminders • Send RSVP Counts to EC and LT	• 2nd Round of Calls 3 days before event • Report RSVPs to RSVP Catcher • Send RSVP's to AD/SDC • Email members to remind for Follow-up calls & send in RSVPs • Chapters bring change if charging fee	Pg 8-9
RSVPs	• Education spot and shorter weekly presentations time together				
<u>Week 6</u>	2 hour event	VISITORS DAY! • Membership Committee Review Applications	• Business Cards & Smiles • Have Fun	• Follow up with visitors • Remind members to Follow-up after event	Pg 10
<u>Week 7</u>	5 Minutes	• Continue Follow up • Welcome New Members		• Follow up with visitors • Email members to remind to follow-up	Pg 10
	• Education spot				