

Private Business Reception (PBR) Day_____ Time_____

Edified Expert: _____

Things to do for a successful home meeting:

- **24-48 hours prior to your PBR meeting, call and invite at least 10-20 people, as only 25-50% will show up. Use the inviting script from your 24 Hour Game Plan. (Remember, be excited & don't tell too much!)**
- **Important**—call guests the day of your PBR & get a confirmation. *(If you're having a problem getting them to commit, ask them to bring a bag of ice, etc...)*
- **Overcome obstacles**—if they can't get a babysitter, get one for your guests and put them in another room. Or ask when is the soonest you can meet.

Checklist for your meeting:

1. _____ A "New Future...Now" DVD in player, **ready to play with volume up**
2. _____ Phones off the hook, or ringer off
3. _____ Kids in bed, with sitter, or given activities in another room - *avoid distractions*
4. _____ Animals outside or another room *(somewhere quiet)*
5. _____ Magazines/Docs/DVDs on table *(Success from Home, Inc 500, Fortune, etc...)*
6. _____ Customer Acquisition Forms *(for not interested, those thinking, & new reps signing up own service)*
7. _____ 10 Step Overview in **color**
8. _____ Monthly Bonus Promotion in **color**
9. _____ Rep Agreements *(front and back a must)*
10. _____ 24 hour Game Plan *(in color if possible)*
11. _____ Flyers for Upcoming Events
12. _____ Clip Boards
13. _____ Pens
14. _____ Comfortable room temperature *(turn air on early in day if it is hot!)*
15. _____ Upbeat music turned **up** when guests arrive & right **after** presentation
16. _____ Refreshments as they arrive *(soda, coffee or water—no alcohol)*
17. _____ Snacks *(cookies, chips or veggies & dip, pretzels—keep it super simple!)*
18. _____ Sign in sheet for ALL guests *(home & cell #'s for follow-up)*

NEVER...

- **Interrupt speaker or ask questions during presentation**
- **Leave your seat or answer your phone once presentation has begun**
- **Apologize for "no-shows"** *(don't make the ones that did come feel like nobody)*

ALWAYS...

- **Participate with the speaker** *(raise your hand, nod, clap, laugh, etc...)*
- **Agree with the speaker** *(if you don't, you will de-edify the expert)*
- **Start & end on time**

Be prepared to open up your home meeting/PBR.

- Welcome all guests and ask them to silence their cell phones and to please hold all questions until the presentation is over. *(Most of their questions will be answered by the DVD and guest speakers, and any other questions will be answered after!)*
- Share in 1 minute or less "WHY" you are excited about this opportunity.
- Introduce the DVD and tell them to look for 3 things...
 1. The credibility of the company
 2. Products we market
 3. How we make \$\$\$\$

After the DVD, show excitement and introduce guest speaker using Mr. or Mrs. Edify him/her by talking about their past, present, and future. (Where they were, where they are now with ACN and where they are going with this amazing opportunity)

Congratulations... you are on your way to a successful home meeting and IT'S TIME TO START LIVING THE LIFE THAT YOU DESERVE-RIGHT NOW!