

FUXION



Business System X



Hosting FuXion Public Meeting!



Step 1:

Pre-Meeting (30 minutes prior)

Expect some guests to arrive early. Be prepared early. Tell people to be there between 7:00 and 7:14 for a 7:30 meeting so it allows a little room for traffic and check in. All FuXion members should be there by 7:00 at the latest.

1. Have a sign-up table for team members and guests. Your hosts/hostesses should be outgoing and friendly. First impressions are important. **Set up by 7:00 at the latest for a 7:30 meeting with nametags, registration sheet, pens, and markers.**
2. Seat the room properly. If you plan on having 40 guests, put 25 chairs out. If you plan on 20, put 10 out. You do not want empty seats. Best to bring in extra seating only as the room fills. **Keep extra seating stacked in the service hallway out of sight. Set up room theater style without tables. Have team members usher and seat guests at the front first then to rear.**
3. Play upbeat music until the program starts. Increase the volume as the room fills up. **Delegate someone to be responsible for the music.**
4. Turn the A/C down low as the crowd will increase the temperature several degrees. **Important! Have the engineer on stand by if necessary.**
5. Make sure your laptop and video projector are set up and ready for PowerPoint presentation. Make sure clicker is present and has fresh batteries.
6. A raised stage with a lectern is preferred.
7. If all seats are full, team members should stand. **Team members should not gather in the back and talk war stories.** Greet all guests, guide them to chairs and make them feel comfortable. If they are ask questions about the opportunity, let them know that 99% of their questions will be answered during the presentation. Anything they don't understand will be answered by the presenter or leaders afterward.
8. Be generous with applause and laughter.
9. Have a beautiful display of the FuXion products in the in room.
10. Dress for success! All team members should dress in casual business to business attire.

Step 2:

Meeting (one hour)

1. Make sure they silence their cell phones and to hold their questions to the end of the presentation.
2. Designate MC and introducer of the speaker and say he/she: is one of the most successful people in the business, is here to show you how to become successful, and he is a friend of yours. Short and sweet.
3. Make sure you have paper applications, product brochures, Price List and sample products for each guest. Do not let a guest leave without something in their hand.
4. Have pen and paper available for notes. Make sure you take them yourself so you can teach this later.

Step 3:

Post Meeting (30 minutes)

The speaker will end the business presentation with a statement similar to: "This concludes the first part of our presentation. Please get with the person who invited you to answer any questions".

1. The speaker will be available to answer direct questions.
2. Have sample packs on hand to give out with application and product brochure.
3. Have applications on hand for those ready to sign up.
4. Be ready to say goodnight to people not ready to sign up and place your attention and emphasis on those that are ready.