

## HOST GUIDELINES FOR HOME MEETING

### Before your Meeting

1. **Refreshments**- Water is fine; you do not need to serve food.
2. **Children and pets away**- Too cute and will get the attention.
3. **ACN DVD in player**- make sure this has been tested and it works.
4. **Print**- ACN overview, Quick start bonus, next event flyer and Customer Survey Form
5. **Music**- have upbeat music playing when guests arrive.
6. **Sign –in sheet**- this allows you to get everyone's name and contact details for follow up.

### During the Meeting

1. **Introduce and edify**- Since these are your friends you need to create the bond.
2. **Stay seated**- we want everyone focused on the information.
3. **Never talk about no shows**-focus on who is there.
4. **Be attentive and Excited**- guests will check out your responses.

### After the Meeting

1. **Turn on the Music**- this makes sure we can have private conversations.
2. **Help Sort Room** you are the host and can help us sort into 2 groups.

**Things to say to guests**

**Are you ready to get started?**