



# MEMBER & GUEST OPEN TASTING SIGN-IN SHEET

**Admission Fee** **DATE OF MEETING**

\$ _____ <span style="float: right;"><b>00 PER MEMBER</b></span>	<input style="width: 100%; height: 20px;" type="text"/>
	<b>LOCATION</b>
	<input style="width: 100%; height: 20px;" type="text"/>

<b>NAME</b> <small>Please Print</small>	<b>MEMBER / GUEST</b> <small>Check One</small>	<b>IF GUEST INVITED BY</b>	<b>UPLINE</b> <small>Executive</small>
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# OPEN MEETING / TASTING CHECKLIST

## GOALS FOR MEETING

1. To present the SLG Opportunity & R3G Total Support System to both Members & Guests.
2. To create a Positive Environment for all Participants to Interact & Connect with the R3G Team
3. To Inform, Instruct, Teach, Educate, Promote & Update on the SLG Products, the People, the Comp Plan and the Program for Success.
4. To Encourage new prospects to get Enrolled, Plugged in & Engaged. Assist in taking the Next Steps to host their own personal ITS/Tasting Parties. Book the next meetings!
5. Promote The R3G Total Support System ... The What, Why & How of Building a Business.
6. Promote the next R3G Support Meetings both Local and Regional. Participate in all R3G Functions (In Person & OnLine - Virtually).

Day	Month	Year
Location		City/ State
Host	Pin Level	
Key Note Speaker	Pin Level	
Number of Distributors	Number of Guests	

**PLEASE Submit this Checklist to R3GTeam & to the Host or Speaker responsible for the meeting**

### To Ensure a Successful Open Meeting, the Following are the Host's Responsibilities:

- 1. Be present, No substitutions please.
- 2. Call in advance to confirm the group meeting (time, room, proper set-up and room temp 70°).
- 3. Arrive 1 hour prior to Group Meeting (6:30 p.m.). Set up sign-in table with TL-10 sign-in sheets & Product Brochures for Guests.
- 4. Determine name and location of the meeting room.
- 5. Ensure that sign and marquis read properly: SLG/R3G TEAM company room name, time.
- 6. Meet with hotel representative, be friendly, cordial, flexible (Establish a good reputation wherever we go).
- 7. Have change: \$1s, \$5s and \$10s available.
- 8. Touch base with speaker 24-48 hours in advance to confirm schedule and needs.

### Ensure Proper Room Set-Up:

- 1. Place registration table/ tables outside of room with 2-4 chairs and appropriate SLG / R3G /Acai + Banners.
- 2. Designate entrance at BACK of meeting room.
- 3. Product tables in back of room. \*We recommend that you have 6 bundles of Product for every 100 people. 2oz R3G Acai+ sample cups for tasting.
- 4. Water station with plenty of water and glasses at back of room.
- 5. Theater-style seating with center aisle 3 to 4 feet wide and seats facing toward front of room.
- 6. Center TV/Screen/White Board at front of room, when appropriate,(if riser used 10"-18" is sufficient).
- 7. Cordless microphone set up and functional. (RECOMMENDED WITH 75-100 OR MORE PEOPLE).
- 8. Chosen R3G Team Welcome Slide/Video playing until speaker is introduced. No music otherwise.
- 9. 2-4 tables set up for support tools & display. (Optional Not Required)
- 10. Powerpoint table or projector and screen set up either center or right of center up front.
- 11. Board and easel with fresh markers (Black/Red/Blue/Green) set up front and center of room.  
Welcome - SLG / R3GTeam Acai + Drink it Feel it Share it ...ITS Factor ~ Invite, Taste & Share
- 12. SLG/R3G banners set up out front at registration & to the Left of the presenter.  
R3G Team Banner set up to the Right of the presenter.

### Following Items Are Recommended to Bring to an Open Meeting:

- 1. Banners-SLG products (Samples of each of our Hero Products), R3G Team Swag & Tools, Open Meeting & Table Top Registration Signs.
- 2. Wireless mic/Projector & Screen/Speakers
- 3. Board & easel, eraser and 4-6 fresh markers (black, blue, green and red). Have cleaner on hand.
- 4. Product ~ 6 ACAI+ Packs per 100 attendees.
- 5. # of Sleeves of 2oz ACAI+ sample cups, Blaze Gas Pills, Thrive Tape, CBD products - Other SLG Products.  
Have displays set up appropriately to show products.
- 6. Guest Packs, ACAI+ Brochures and Sign Up forms.
- 7. Projector, appropriate videos, powerpoint, power strips, and speakers.
- 8. R3G Team Open Meeting Checklist/Sign-In Sheets (TL-10) with pens.
- 9. Guest Packs (TL-101) includes Sign-Up Sheet (PL-100), ACAI + Brochure(SL-111), Formula for Success (SL-108), Compensation Plan 10 Ways to Earn
- 10. Hand Stamp Pads. One for entry - One for free test of product.
- 11. Change box and or bag to handle money.
- 12. Schedule for all R3G Team Meetings and Functions

### Host to Assign in Advance the Following to Fellow Team Members:

- 1. 2 Executive Members as greeters at facility entrance guiding people to meeting room location.
- 2. Min of 2 Women/Members at registration table to sign in Members/ Guests and receive admission fees.
- 3. Assign 1-2 Members to stay at registration table for Security and Instructions.
- 4. 2 Members at the doors to take tickets or check hand stamps
- 5. 2 Members in the meeting room to seat fellow Members and Guests. (Place as many Guests up Front of Room as possible).
- 6. 2 Members to handle the ACAI+ shot table. \$5 for 2 Shots.
- 7. An assigned Member or 2 (Host) to assist Guest Speaker in parking and getting materials to room.

### Meeting Criteria:

- 1. Everyone should come and be seated before 7:25 p.m. (Discourage congregating in the hallway).
- 2. Branded (R3G Team, informal/ casual business attire is encouraged for both men and women) .
- 3. No children under the age of 13 should be in attendance.
- 4. New prospects/ guests should be encouraged to sit as close to the front as possible.
- 5. Host to post on the board: Welcome/SLG & R3G Team / ACAI+ Drink it. Feel it. Share it. The ITS Factor~ Invite/Taste & Share
- 6. Host to get with speaker 5 minutes prior to start to determine introduction.
- 7. Host to seat the rest of the people at 7:25 p.m. Welcome/ Greet/Instruct/-Bless Meeting Introduction of speaker.(15-30 second introduction)
- 8. Host to announce that video and audio taping are not permitted during the meeting.
- 9. Close doors. Meeting should wrap up at approximately 8:45 p.m. or 9 p.m. at the latest. (Diamonds/EXECs will run a bit later with additional Teaching/Training/Promo).
- 10. Wrap up meeting. Direct people to proper tables. Announce next Open Meeting and other R3G functions. Have registration forms and tickets available for the next function. Clean up. Pay hotel (if Applicable) for room. (Get Receipt) Host to place sign-in sheets and all funds in zip up bag or envelope and deliver discreetly to speaker.

\*\*\* Sign-in Sheets go to R3GTeam.com & Host Upline EXEC Diamond.



**OPEN MEETING / TASTING CHECKLIST**