

PBR Checklist

- Provide confirmation call list to upline by 10:00 a.m. the day of event.
- Make sure the Opportunity DVD is cued.
- Make sure that the phones in the home; including cell phones are off.
- Make arrangements for childcare-NO KIDS in attendance!
- Animals outside or put away **prior** to guests/speaker arriving.
- Documentation on table (DVD's/Success From Home Magazines).
- Handout Home Services Surveys & Pens-Exchange Surveys for ACN Overview before the start of the meeting.
- Make sure the room is cool.
- Offer refreshments as guests arrive (water).
- Simple snacks (veggies, fruit, chips; served **AFTER** the presentation).
- Upbeat music playing before and after the presentation.

Role of the Host

- **DO NOT** apologize or acknowledge “no shows”.
- Turn the music off and welcome guests.
- Ask guests to turn off cell phones and hold all questions until the end.
- Briefly share why you started your ACN business.
- Edify and introduce the speaker.
- Listen to the presentation and **TAKE NOTES**.
- Be excited interested and participate.
- Never interrupt the presenter (it devalues the presenter).
- After the presentation, simply ask, “Are you a 1, 2, or 3?”.
- Introduce the guests who are a “2” or “3” to the presenter.
- Those who are not interested in the business acquire as a customer, get referrals, and follow up at a later time.

MOST IMPORTANTLY HAVE FUN!!!