



Event Etiquette

It takes all of our team members to make an event successful. Your goal is to help us project professionalism during our event. Here are some tips to help that become a reality.

Before the event:

- ☞ Show up early (if you're not early, you're late)
- ☞ Dress professionally
- ☞ Enter the room like a professional – appearing calm, prepared and focused
- ☞ Turn your cell phone and/or pager OFF
- ☞ Be the Host
- ☞ Help people to a seat
- ☞ Fill the seats from the front of the room back (Be sure to leave extra chairs stacked until ALL seats in front are filled)
- ☞ Introduce yourself to attendees and then introduce them to someone else on the team
- ☞ Introduce your guests to upline, sideline, downline leaders
- ☞ Be enthusiastic!
- ☞ Edify the speaker[s] (You are their third party endorsement – they become the expert by your attitude about them)

During the Event

- ☞ Support the speaker by participating:
- ☞ Raise your hand when asked how many people did this or that
- ☞ Laugh at jokes (even if you have heard it 100 times)
- ☞ Nod in agreement
- ☞ Pay Attention – Take notes (and other such supportive things)
- ☞ It is distracting to the speaker to walk in during their presentation
- ☞ Don't get up & leave early (It's rude to get up while speaker is presenting)
- ☞ If you have to leave, leave as quietly as possible
- ☞ Try to make sure that doors close as quietly as possible so as not to disrupt the event



During the Event (continued)

- ☞ Abstain from any electronics (cell phones, pagers and computers booting up and/or clicking keys)
- ☞ If you forget to turn off your cell phone and/or pager, don't answer the call....Just quickly turn it off and call them back after the seminar or at the break
- ☞ Don't groom yourself during the event. Fix your make-up and/or hair in the bathroom during the break or after the seminar is over
- ☞ Please do not cross talk – there's nothing worse than having people whispering in their seats while you're presenting (even if you're in the back of the room)
- ☞ The more important you are, the more interested you need to appear in the presentation

At a Break:

- ☞ Again – Remember you are the host
- ☞ Be sure everyone knows where the bathrooms, food, refreshments or coffee are – go with them, don't point
- ☞ If the room needs to be reset, very casually lead conversations outside the room

After a Break:

- ☞ Lead by example
- ☞ Be the first to take your seats
- ☞ Be quiet and ready to take notes

After the Event:

- ☞ Introduce guests to the speakers
- ☞ Help them fill out or encourage them to fill out forms
- ☞ Tell stories about how the next event etc. helped you or bring to someone who has such a story

Remember what happens before and after the event can be more important for success than the event itself!