



# VISITOR/SUBSTITUTE SIGN-IN SHEET

Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ 1<sup>st</sup> Visit \_\_\_\_ 2<sup>nd</sup> Visit 

Application Status
<input type="checkbox"/> Given <input type="checkbox"/> Submitted

Referred by: \_\_\_\_\_

\_\_\_\_ BNI Member: \_\_\_\_\_

Sub for: \_\_\_\_\_

ATTACH BUSINESS CARD HERE	
Name	_____
Company Name	_____
Phone	_____
E-mail	_____
	_____

\_\_\_\_ 1<sup>st</sup> Visit \_\_\_\_ 2<sup>nd</sup> Visit 

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	_____

## Visitor Host Team Checklist of Responsibilities

### BEFORE the Chapter Meeting each Week—Greeter

- Arrive 15 minutes early to the meeting
- Put up Chapter signs in lobby/hallway/outside door to create visibility for visitors
- Setup up the Welcome Table near entrance to meeting room
- Visitor Name Badges
- Visitor Sign-In Sheets
- Member Sign-In Sheets
- Pens and markers
- Chapter & BNI Brochures
- BNI Books
- Greet visitors as they arrive
- Collect two business cards from each visitor
- Write who invited them on the back of each card and on the Sign-in Sheet
- Give one copy of all business cards to the President before the meeting starts
- Explain any special pronunciations or circumstances to the President so that can introduce them to the room at the beginning of the meeting and recognize who invited them.
- Give one set of visitor business cards along with the Visitor Sign-In Sheet to the Visitor Host—Follow-Up Specialist to enter the visitor contacts into BNI Connect® and mail a Thank You Card or email after the meeting

### DURING the Chapter Meeting each Week—Open Networking

- Make sure there is ALWAYS someone at the registration table to greet your guests
- Have another Visitor Host(s) escort the visitors into the room after you register them
- Set Visitor Expectations
- Find them a seat near the person that registered them for the meeting
- Explain that the first 15 minutes of our BNI meeting is an open networking session to meet others in the room, exchange business cards and setup a 1-2-1's to start building relationships
- Let them know they will have an opportunity to pass around their business cards during the meeting
- Let them know they will have the opportunity to give a brief introduction of their business during the Visitor portion of the introductions and during the "I Have" portion of the meeting, tell us what you liked about the meeting if time allows
- Introduce the visitors to the Members in their contact sphere
- Return back to the registration table to escort and introduce another visitor to the room