

# CHAPTER MEETING REVIEW



Chapter: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

## Before the Meeting

1. \_\_\_\_\_ A VH Sign-In/Brochure table was set up
2. \_\_\_\_\_ Members arrived on Time
3. \_\_\_\_\_ Visitor Host(s) greeted & introduced visitors to members
4. \_\_\_\_\_ Open networking took place for 15 mins.
5. \_\_\_\_\_ Meeting started on time
6. \_\_\_\_\_ All members were wearing BNI nametags

## During the Meeting

1. \_\_\_\_\_ Overview of BNI given
2. \_\_\_\_\_ Welcome Visitors
3. \_\_\_\_\_ Purpose & Overview
4. \_\_\_\_\_ Networking Education Presented (BNI/networking related)
5. \_\_\_\_\_ Recognition Given, i.e. Notable Networker, Green Members, New/Renewing Member Badges, etc. recognized
6. \_\_\_\_\_ Induction of New Members
7. \_\_\_\_\_ Introduction of Members
8. \_\_\_\_\_ Use of Memory Hooks/Tag Lines/LCDs
9. \_\_\_\_\_ Introduction of Visitors

## Reporting

1. \_\_\_\_\_ VP reported the Chapter statistics
2. \_\_\_\_\_ MC Reported, Most Wanted, Highlighted Policy
3. \_\_\_\_\_ S/T gave Speaker Rotation (6 wks.) & Introduced Speaker(s)
4. \_\_\_\_\_ S/T presented fee structure prior to Visitor Orientation

## 'I Have' Portion of Meeting

1. \_\_\_\_\_ Referrals/Testimonials Given ('I Have' format followed)
2. \_\_\_\_\_ Visitors asked what they enjoyed about the meeting

## Close of meeting

1. \_\_\_\_\_ Referral Reality Check – Time Permitting
2. \_\_\_\_\_ Visitor Orientation held / Visitors given information & applications
3. \_\_\_\_\_ Announcements made
4. \_\_\_\_\_ Door Prize(s) given (Referrals/Visitors)
5. \_\_\_\_\_ Positive Quote Given
6. \_\_\_\_\_ Meeting ended on time

Best Part of the Meeting:

Notes/Suggestions:

Other:

# CHAPTER MEETING REVIEW



Total of Members: \_\_\_\_\_ # Members Present: \_\_\_\_\_

# Members Absent: \_\_\_\_\_ # Members with Subs: \_\_\_\_\_ # Medical Leave: \_\_\_\_\_

# Visitors: \_\_\_\_\_ # First Time Visitors: \_\_\_\_\_

# of Referrals: \_\_\_\_\_ TYFCB: \$ \_\_\_\_\_

Badges/Awards Presented: \_\_\_\_\_ Traffic Light Score: \_\_\_\_\_

Ribbon Cutting/Visitors Day Conducted: \_\_\_\_\_

Chapter Visit Report Done DATE \_\_\_\_\_ Entered DATE \_\_\_\_\_

Would you join this Chapter after seeing this meeting today? Yes | No Why? \_\_\_\_\_

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Notes for follow-up:

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