

MEETING ETIQUETTE

DRESS FOR SUCCESS – This is YOUR multi –million dollar business, so act like it! Dress like you are meeting with Donald Trump or Bill Gates. Make sure you wear your Sunday best & inform guests about appropriate attire as well, they need to see successful looking people. Suits and dresses preferred.

NO KIDS – Please understand this is a business meeting; would you take your kids to a job interview? Of course not! Kids are too cute and they steal people’s attention away from the presenter and tend to act to act up cause a scene. No exceptions, including guests.

ARRIVE EARLY- The Pre-Meeting is a very important part. This is where your prospect can catch the energy and good vibes from the excited associates. Offer your prospect a glass of water and introduce them around so that the family atmosphere may absorb them.

CONTRIBUTE TO ROOM COSTS – Associates contribute to help pay for the high cost of renting a meeting room so that you may have a nice place to bring your guests to see a professional presentation. Everyone must contribute this small fee to keep the meeting going. If you sneak in without contributing it hurt’s everyone’s business, especially yours.

BRING ONLY A POSITIVE ATTITUDE- Leave your problems in the car. Talk should only be about how awesome this business is, how much money is being made, success stories, how it’s changed your life. No “shop talk” about lost applications, guests not showing up etc.

DO NOT WAIT IN THE LOBBY FOR YOUR GUESTS – This sends the message that you “need” them. You appear desperate. Your guests can find the room, and if not, they may not be good prospects. They need to feel like they are lucky to be invited to be a part of this awesome opportunity.

NO SEAT SAVING – You get there on time, you get the good seats. The best seats are up front. We call them the Millionaires Rows; empty seats in the first few rows make the whole meeting look bad. Get your guests up front into the mix. No waving to your latecomers as they enter...don’t even be looking at the door. Participate and watch the presentation like it’s your first time.

TURN OFF CELL PHONES – A cell phone ringing during a presentation is a major distraction to the speaker, the guests and the team. Please turn them off for one hour, and encourage your guests to do the same before they enter the room. You don’t want them to be embarrassed should their phone ring during the presentation.

NO TALKING DURING THE PRESENTATION – You belittle the credibility of the speaker if you answer your prospects questions during the presentation. Plus, you distract everyone else and the speaker can lose their concentration. Just ssshhh your guest and point their attention back to the speaker. Never get up once the presentation has begun – unless there is an emergency of course!

PARTICIPATE! – If the team in the audience is not laughing at the jokes, raising their hands when asked questions and sitting forward the speaker will not be able to perform at their best. This hurts your business. Contribute to the positive energy and watch your sign-up ratio increase. Elbow your guests if they are not participating and encourage them as well. **If you’re asked to share a testimonial on stage during the presentation, stay within 20-30 seconds maximum & only state:**

1. Your name 2. What you do for a living 3. What Pre Paid Legal has done for you/family!

STAY SEATED FOR 60 SECONDS & CIRCLE-UP – When the presentation is finished, the music will come on immediately. At this time stay seated with your guests for 60 seconds and turn to them and ask, “What excited you most about what you just saw?” If the guest is interested in joining us, escort them to the front to meet the speaker or the speaker may walk up to greet people in the circle-ups to answer questions! If your guest is further interested, have the speaker or a team leader apply the ‘3-question close’ and sign them up! Finally, ask the speaker to please perform the pinning ceremony for the new associate and have the entire family welcome them! *If your guest is not interested at all, escort them out of the room ASAP so that they don’t spoil it for the guests that are interested!*

ALWAYS PROMOTE THE NEXT EVENT – The purpose of any event is to promote the next event. So as a team player, go around and talk up the next event big time, and get people to take the flyers. Act like the next one is the biggest & and best event PPL has ever had in the area...