

## SALEM DOWNTOWN NETWORKERS MEETING AGENDA

SET UP: Breakfast sheet with pen and numbers, drawing bags, biz card folder, and referral slips

6:45 President, Vice President, Secretary, Treasurer set up for meeting  
Members spend time visiting & networking

7:00 Pledge of Allegiance

7:15 Welcome Visitors by name, introduces self and other leadership team members:

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

### **Introduce guests and ask how they found SDN if not apparent**

7:16 What is the motivation for being in the Networking Group  
Inspirational Quote of the Day

7:17 Business Tip of the Day:  
Education & Training Coordinators:

President Explains to visitors we have two drawings every week. The "ALL OR NOTHING" which is optional. Those who want to participate can add \$1.00 and their business card, at the end of the meeting, the entire pot goes to the winner. (Passes drawing bag with stack of member business cards)

Passes Business Card Binder the other direction. Tells visitors they can take cards from the book for the purpose of giving potential referrals and reminds members to check to be sure your cards are in the book.

7:19 Vice President Reads Visitor Welcome— (SDN will pay breakfast / number of visits / fees / application process / etc.)  
Offer SDN policies, guidelines and application to visitor

7:20 **Induct Any New Members**  
Bring new member to front and introduce them as well as their sponsor.  
Everyone reads the Code of Ethics together  
Give new member packet with cardholder (name tag will be ordered)  
(Sec. to give bio sheet and speech prep info)

- 7:27 Member 60-Second Commercials – Members have paid for their 60-second commercials.  
**Please use your full 60-Seconds!**  
Visitors Commercials after the members so you can get an idea of how to give your 60-second introduction effectively. Visitor's invited to pass their business cards around.
- 7:40 Vice President's Report- Gives number of referrals passed previous week and any other business. Membership Committee Report- New applications in progress, mention a couple of professional categories we are trying to fill as reminder to members
- Treasurer's Report- Money on hand, amount for the day's ALL or NOTHING drawing  
Membership renewals due, or status of organization
- 7:49 Secretary Reports Speaker Rotation & Upcoming Speakers / Dates on sign-up calendar  
(Sends sign-up calendar around if needed)
- Secretary introduces speaker of the day by reading bio-sheet. Remind speaker they have 8-min for presentation w/2-min for questions
- 7:50 Speaker of the day gives presentation and announces gift prize  
(Remind the speaker they have 8 minutes with 2 minutes for questions)
- 8:11 Member Referrals / Testimonials - Referrals bag is passed. **IF YOU DON'T HAVE A REFERRAL PLEASE GIVE A TESTIMONIAL.** Please keep your comments timely.  
Remember a referral drawn from referrals bag, wins the speakers gift.
- Ask Visitors if they have any questions or comments about the meeting and how they heard about SDN.
- 8:25 Are there any announcements, Special Events or Reminders – Socials – Street Clean-Up or gift planning for members or others.
- 8:27 DRAWINGS FOR - SPEAKERS GIFT and the ALL OR NOTHING bag
- 8:30 Close Meeting – Thank visitors and Members