

VISITOR HOST GALA

With the mentorship programme we are running out the BNI Passport. Each new member will receive a passport to complete and part of this is to arrange a meeting with each member of the Leadership Team. Below are the topics you need to discuss with them and some notes to help you along.

1.) WHAT BEING A VISITOR HOST ENTAILS

- The Visitor Hosts (VH) should arrive early and are the first people the visitors come in contact with at the meeting.
- The VH's set the tone for the visitors' BNI experience. They need to make a visitor feel welcome, give them an idea of what to expect during the meeting (e.g. when to do their weekly presentation, etc.), show them where the coffee/tea is, where to sit and introduce them to the members (preferably a member of their contact sphere and the member who invited them).
- Most chapters have between 2-5 visitor hosts who all perform different duties to ensure a smooth sign-in process.
- VH's are responsible for the visitor orientation after the meeting to discuss the application process. This is also the opportunity for the visitors to ask questions.
- The VH's need to follow up with the visitors within 2 days after the meeting. Following up is extremely important as this can be the difference between the visitor joining or not.

2.) ACTING AS A VISITOR HOST FOR ONE MEETING

This exercise is purely for the experience. At the core every member is supposed to be a visitor host, so this exercise helps everyone understand the necessary process. A visitor host should supervise and help the member during the exercise. The member only acts as visitor host before the meeting – they do not conduct the visitor orientation.