

WSBA has developed several Network Lunches TM. And After Work Networks TM. within targeted areas of 7 counties. This format provides small groups for better individual recognition, and target marketing for that area. This format has proven to be the most effective networking for our members.

Each Network Lunch TM. And After-Work Network TM. Has 2 hostesses to share in the responsibilities, and to ensure that the event is running according to the format. Set by WSBA. The hostess and the co---hostess decide how they would like to share the responsibilities. You will earn more recognition within the organization, and additional exposure\ for your company when you become a hostess. Hostess opportunities are available continuously within WSBA. Any member that is interested in becoming a hostess should contact Sherrie Johnson, WSBA Networking Event Director, at sherriejohnson7@yahoo.com .

Time commitment of a hostess:

There are 10 events per year. Each hostess must commit to a minimum of 5 events. It will be important that the co---hostess communicates with the hostess, to ensure that all events are covered by at least one hostess. A hostess will be asked to step down if she misses more than 5 events.

Each hostess and co---hostess must have a designated WSBA folder. Within this folder should be the following:

Hostess Duties --- Revised 12/1/12
The sign in sheet --- Revised 11/1/12
Marketing flyer
WSBA Hostess News

These documents can be found on this site for your chapter. To locate these documents, please sign into your chapter site on Meetup.com. Move your cursor over the MORE tab in the menu bar located under the WSBA name. A drop down menu will appear. Continue to move your cursor to the FILES option and click on it. The document that you will need for your folder and event will be located in this section. If you are unable to locate the documents on the site, please contact Sherrie Johnson at sherriejohnson7@yahoo.com.

Any new information for your folder will be sent to you by Sherrie, with your monthly Hostess email communications. When you receive this information, please download it immediately, print a minimum of 10, and put it in your hostess folder.

Hostess Duties

- Review the calendar to review your scheduled event for the following month. Contact Sherrie Johnson with any errors or questions.
- Call the restaurant to schedule your reservation at least 2 weeks prior to your event date. Your reservation should be for a minimum of 10 guests.
- Call the restaurant 1 day prior to the event date, with an accurate RSVP count.
- On the day of your event, please arrive 15 minutes early. Upon arriving, please verify the number attending with the restaurant hostess.
- Remind your server the need for separate checks and food orders will be placed 15 minutes after the schedule event time.
- Greet everyone upon arrival. Ask everyone to sign in, collecting the \$5 guest fee and verify payment from each person that has signed in.
- Put the sign in sheet and money in an envelope addressed to WSBA, Attn: Network Lunch, 248 Allison Ave., Pittsburgh PA 15202. The sign in sheet and money is due 7 days from the date of your event.

Lunch Format

- Ask everyone to pass out their cards/materials after they have signed in.
- Place food orders 15 minutes after schedule event time.
- After all food orders have been placed, stand up and introduce yourself as the lunch hostess and introduce the co-hostess.
- Distribute the WSBA newsletter and any other information sent to you on the 1st of the month by Sherrie.
- Begin your 60 second commercial. Be sure to include what you would like to obtain for your business (new referrals, information, possible collaboration, etc.)
- Encourage the person to your left to start their 60 second commercial, using the same format that you have used.
- At the end of each commercial, be sure to ask each person, "Please tell us what type of referral are you looking for today?"
- When everyone has completed their commercial, encourage everyone to network among himself or herself, and they may move around to do so.

After Work Network Format

- Find an area close to the door, so that attendees can easily locate you and the event.
- Let the hostess know where your group will be meeting.
- Display the WSBA After Work Network sign, so attendees can confirm that they have found the right group.
- Ask the server if there are any happy hour specials.
- Remind attendees that this event offers a relaxed networking atmosphere, and encourage them to mingle with other in the group.

Attendance for the WSBA events:

The site will distribute the event information to the entire membership. WSBA will submit that same information to the main media resources and utilize many of the WSBA social media streams. Large attendance comes from the efforts of the individual hostess. The hostess should welcome others to their lunch. Hostesses are also encouraged to distribute information to area resources and calendars, media sources, and online resources like Facebook, Twitter, or LinkedIn. A marketing flyer is available in the file section of your meet up site.

Attendance goals have been set for each event. Each month, WSBA offers hostess incentives. When an event hits their attendance goals, the hostesses for that event have the opportunity to earn the hostess incentive for the month.

Point of contacts:

Sherrie Johnson, WSBA Network Event Director: sherriejohnson7@yahoo.com

-Handling Hostess questions, comments & concerns.

Naja Brown, Membership Director: najabrown@live.com

-Membership questions

Debi Arnett, Allegheny Chapter Director and Membership sales: debadastra@yahoo.com

-Membership sales

Susan Miller, WSBA Founder and President: WSBAfounder@gmail.com

-Handling Member's comments or concerns heard by the hostess.

Eileen Marzullo, WSBA Administrative Assistant: marzullope@verizon.net

-Puts your restaurant suggestions on the WSBA chapter calendar.

We value the comments and concerns of the WSBA members. The hostess is often the person within the leadership to hear from our members. Please do not hesitate to forward this information directly to Susan Miller, WSBA Founder and Owner.

Your interest, participation, and commitment are a key factor in the success of our network events. Please do not hesitate to contact us with your questions or comments. We thank you for joining our leadership team.