

WSBA Network Lunch™ Format

4-7-15

Network Lunch™ Format

- Aske everyone to pass out their cards/materials after they have signed-in
- Place food orders 15 minutes after scheduled event time
- After all food orders have been placed, stand up and introduce yourself as the lunch hostess and introduce the co-hostess
- Distribute any information sent to you on the 1st of the month by WSBA
- Begin your 60 second commercial. Be sure to include what you would like to include the following:
 - What is your goal for attending?
 - What is a good referral for you?
 - What specific products or services do you offer that will help small business owners?
 - Encourage the person to your left to start their 60 second commercial, using the same format that you have used.
 - Be sure to listen to each commercial to ensure they are providing information that is outlined in the format and the person is not dominating time.
 - When everyone has completed their commercial, encourage everyone to network among themselves and may move around to do so.

Below is a sample Network Luncheon for 1:00pm start time

AGENDA

1:00pm-attendees arrive, review menu, gives the server their drink order, and open networking: everyone stands up to introduce oneself to others and pass their business card

1:15pm-server takes lunch order and the sign in sheet is passed around

1:30pm- 60 sec commercials begin

2:00pm- each person gives a testimony or referral for someone attending the lunch

2:30pm- Premier member does a 5 min company presentation

2:35pm-WSBA announcement from WSBA Chapter Director

2:45pm-lunch has ended. Open networking is welcomed