



(925) 939-1801
1966 Tice Valley Bl #231
Walnut Creek, CA 94595

Territory _____ Group _____ # Attend _____ Guests _____ No Leads _____ Date _____

Meeting Review

| | | | ACTUAL TIME |
|---|------------------------------|-----------------------------|----------------------------|
| 1. Was the room set up and ready at least 5 minutes prior to the starting time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 2. Did the meeting start on time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| Ample Packets made up? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Tracking forms | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 3. Was the Calendar Book Explanations: | | | |
| Website: | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| Events: | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| Organizations: | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| 4. Were extraneous conversations kept to a minimum? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 5. Were the current events presented with knowledge and enthusiasm? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 6. Were the 8 second introductions monitored tactfully? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Was encouragement and suggestions offered where needed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 7. Were the presenters introduced with enthusiasm and ample detail to inspire interest? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Were the presentations timed and kept to 7 minutes? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| Were questions encouraged? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 8. Did the sign up sheets make it entirely around the room? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Did the workshop sign up sheets make it entirely around? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Did the calendar book make it entirely around the room? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 9. Were the Power Partner coffee groups set up without confusion? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 10. Were the Power Partner concept explain effectively? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 11. Were the five lead types explained effectively? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 12. Were the invoices presented to new members one at a time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Were they asked to make out their checks or offer credit cards? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 13. Did the meeting end on time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| 14. Was the atmosphere professional yet fun? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 15. Was the enthusiasm level kept up during the entire meeting? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 16. Were all materials good quality originals? _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 17. Was the agenda followed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

Sharyn Abbott

Date

Territory Director

Date