



GREATEST VERSION OF YOU

## **HOST A PBR (PERSONAL BUSINESS RECEPTION)**

### BEFORE THE PBR

- Kyäni DVD Ready
- Phones off the hook
- Kids in bed or with a babysitter
- Animals outside (or in a place where they can't be seen or heard)
- Documents on a table
- Customer and Distributor Applications
- Pens (hand them out before the meeting)
- GVOY Overview Sheets
- Kyäni Product Samples
- Refreshments
- Sign in sheet for ALL guests (collect cell phone numbers)
- Cool room temperature
- Play upbeat music before and after PBR

### START THE PBR

Introduce the Speaker

Welcome Guests and say...

- “Cell phones off.”
- “Hold questions until the end.”
- Edify the speaker (past, present, future)

### DURING THE PBR

Never...

- Interrupt the speaker
- Ask your own questions (The PBR is for your guests.)
- Answer the phone (cell or home)
- Apologize for “no-shows”

Always...

- Participate with the speaker
- Agree with speaker



GREATEST VERSION OF YOU

- Keep it short and simple

Schedule your PBR three days in advance. DO NOT CANCEL YOUR PBR.