

Weekly Moderator's Guide

To insure that each of our meetings flow in a timely fashion, a moderator, selected in alphabetical order from our group membership, will be asked to:

1. The weekly moderator will be responsible to arrive 15 minutes early to make sure the room is set up adequately and coffee is made. At the close of the meeting the moderator is responsible to see everything is tidied for the business day.
2. Greet all guests prior to start of meeting. This will help in the welcoming new guest part of agenda.
3. Follow the agenda time line. Moderator - please start meeting at **7:45 am** promptly. The first five items are allotted 20 minutes but may take less time, but **not** more. It is important that the Weekly Agenda Cycle/Topic be run in full time allotted (20 minutes presentation, 10 minutes question & answers).
4. The new member critique is to allow the guests to express what they feel about the group, so we have feedback as to how this group is being received.

Agenda Time Line Weekly agenda will be as follows:

7:45 am	1	Remind all that cell phones should be off or in silent mode.
	2	Pledge
	3	Moment of Silence
	4	Welcome New Guests (they give a 60 second introduction)
	5	Kudos & Announcements
	6	Weekly Program Cycle (see below)
	7	30 Second Business Introduction What I can do for you or others (keep it simple) What you/others can do for me (or what is a good lead for me, who do I want to know, etc.)
	8	Moderator selects next week's moderator
8:45 am		Meeting adjourns and Networking continues

The Weekly Program Cycle:

Week 1 - There will be a presentation with a Question & Answer Period, either a member or quest speaker. All attendees have equal opportunity to have their presentation on a rotating basis.

Week 2 - Divide into small groups of 3 to 4 members. Objective is to exchange information and get to know each other as people. Remember - People refer business to people they like, know and trust.

Week 3 - There will be a presentation with a Question & Answer Period, either a member or quest speaker. All attendees have equal opportunity to have their presentation on a rotating basis.

Week 4 - Group exercise in creative, divergent thinking. Ideas to be solicited from the group, Members are asked, what needs do you have this week - how can we help you with ideas. Members should send their requests a week in advance for the agenda. To submit topic suggestions go to ww.slbrg.com/comments.html.

Week 5 - Meet and Greet/Pot Luck Breakfast. An open meeting for all interested business owners to attend, network, get to know SLBRG group members, and see how SLBRG operates.