



## TEAM NATIONAL

### Overview Information Updates

(Public Overview – schedule for Internet listing)

Location of Overview \_\_\_\_\_

(Name of hotel, restaurant, etc.)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Day of week \_\_\_\_\_ Time \_\_\_\_\_

Contact Person \_\_\_\_\_ phone \_\_\_\_\_

Contact Person \_\_\_\_\_ phone \_\_\_\_\_

Approved by up-line Gold or Platinum Presidential Director

\_\_\_\_\_  
(signature of Gold or Platinum Presidential)

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Only regular scheduled overviews will be published on the Internet. All updates, changes, and new listings must be submitted by a **Silver Presidential or above**, and **approved** by an up-line Gold or Platinum Presidential. Information must be submitted on this form with the proper approval before it will be updated on the Internet. Update will **only** be accepted from a Gold or Platinum Presidential.

If an overview has been canceled for whatever reason, PLEASE complete this form and write CANCEL on it and forward to your up-line Gold or Platinum Presidential so we can get the information removed from the Internet.

**Gold and Platinum Presidential Directors, PLEASE forward completed forms by fax to: 770-606-0013.**

All Ralleye's and Super Overviews will be published on the Internet from the fax broadcast.

Any questions, please feel free to contact your National Sales Directors, Robert and Donna Fason at 501-849-2586.

# THE PUBLIC OVERVIEW

## The Purpose:

To offer a local place for IMD's to bring guests and put them in front of a live presentation, to hear live testimonies, and to get their questions answered. To offer a weekly event that everyone in the area can promote and build to. Allows the new IMD the opportunity to plug into our simple, duplicatable system immediately. Provides local leadership for people in the area.

## Guidelines

- Must be a Presidential Director to do presentation
- Must have completed the Advanced Leadership training
- Must be a Silver Presidential with the approval of Gold or Platinum Presidential to get overview schedule on the Internet
- Do not schedule within one hour drive of another overview on the same day of the week
- As a representative of The Team National/National Companies, a world class company, dress and act professionally

## The Location

- The location should be a public place, centrally located and easy to find.
  - o Be considerate of the people in your area, who will be supporting your overview
- It is recommended that the location have restaurant access
  - o If not in a restaurant, try to find location next to restaurant
    - . It is easier to get guest when offered dinner, since most overviews are early evening.
    - . It is also helpful to sit down after the overview and answer questions and close new guest over dinner or a cup of coffee.

## Negotiating the meeting room

- First choice, if at all possible, is a restaurant with a separate meeting room that will allow you to meet there on a weekly basis just to get the extra business, with no charge for the meeting room.
- Hotel with restaurant – Let them know you will be bringing business to their restaurant and ask to get the meeting room for free based on the extra business their restaurant will get.
  - o If not free, ask how many meals would it take to get the room for free. Start out with a low number and go from there. Promote with the leaders in the area and encourage people to eat. Encourage local IMD's to support the overview.
- When paying a weekly fee is all that is available, check around, Community Centers usually charge less than hotels. Check all hotels in your area.
  - o Meet with all leaders and Presidential Directors in the area. Let them know there is a fee; they may want to split the fee rather than charging new IMD's who are just getting started.
    - . A new IMD may not support the overview if they have to pay to attend.
  - o Host one Super Overview a month
    - . You can charge an IMD \$10.00 once a month for a Super Overview and use the proceeds to cover the cost of the room for the whole month.

## Set Up

- Equipment
  - o Screen
  - o Laptop Computer and Projector for Power Point presentation
  - o Or Slide Projector for Overhead presentation
    - . Slides can be purchased from New Heights Marketing.
  - o Be sure equipment is working properly
    - . Have extra bulbs available for projectors

- . Know how to operate equipment
- Always set fewer chairs than you expect
  - o Arrive early and take up part of the chairs and stack in the back. This allows guest the excitement of having to set up more chairs.
- Sign – in for guest
  - o Have a sign-in sheet for guest
    - . Red name tags for guest
    - . Blue name tags for IMD’s
- Tools
  - o Overview video, National News, Benefit Books, Benefits and IMD Applications, Friends Don’t Let Friends Pay Retail Brochures, National Farm & Gift Catalog, Training audio’s, and Team National Business System are all tools that we use to build our business.
    - . Having a good selection of tools available for sale for new IMD’s will help your business grow.
    - . The new IMD can start today, instead of waiting to get tools.
  - o Quantity discounts are available on video’s, audio’s, National News and Team National Business Systems.
    - . The profit on the tools can cover the cost of the meeting room.
- Flyers
  - o Have flyers of upcoming events available and always promote the upcoming events from the front of the room.

## **The Presentation**

- Must use Power Point with laptop and projector or slides with a slide projector
  - o Power Point available by E-Mailing Customer Service
  - o Slides are available from New Heights Marketing.
    - . Must keep slides current and up to date

- Use the Overview video to learn the presentation
- Practice, Practice, Practice!!!
- Always start on time
  - o The presentation and live testimonies should last no longer than 45-50 minutes.

## **IMD Responsibilities in overview**

- Bring guest
- Arrive early and introduce guest to speaker
- Assist in the excitement of bringing out more chairs
- Assist other IMD's with guest when asked
- Testimony
  - o Practice, Practice, Practice!
  - o Short and to the point
  - o Name, background, from, savings, lifestyles
    - . Facts tell and stories sell, the more stories the new guest is allowed to hear the more exposures that guest has of our business. By keeping it short, we can hear more stories!!!
- Support the weekly overview by attending
  - o If you've had a bad week, you need the overview
  - o If you've had a good week, the overview needs you

# **SUPER OVERVIEW and RALLEYE'S**

## **The Purpose:**

To offer a local event, with lots of excitement to bring guest to. These events are designed for recruiting. The guest has the opportunity to see and hear a live presentation as well as, to hear from some of the top leaders in our company.

## **SUPER OVERVIEW AGENDA**

Live Overview with testimonies (45 minutes)

Quick Start Training – guest speaker (no more than 30 minutes)

This is the minimum for Super Overview, if you have more guest speakers, each can do a little and the whole event can take up to 3 hours, as long as it has been promoted as that, so the IMD's and guest know in advance how long they can expect the event to last.

Depending on the location of the event, in most areas to accommodate the numbers, a hotel meeting room that does require a fee, IMD's will be asked to pay \$10.00 to cover this cost.

Exact times and cost should be included on the flyer announcing the event.

Guest speakers must be Silver Presidential or above, and featured on the flyer.

The local Presidential leader may host the event and should be the contact person.

## RALLEYE AGENDA

Ralleye's must be planned and approved by a Gold or Platinum Presidential Director. Any additional speakers must be Silver Presidential or above. Ralleye's should begin at 9:00am on a Saturday. Ralleye's should always begin with a live overview. A Ralleye should last until at least 3:00pm and include a lunch break.

It is required that a Platinum or Gold Presidential Director be in charge of the event. A Silver Presidential or above can host the event, but must have a Platinum handling the scheduling, agenda, and booking of the event as well as, handling the monies collected from the event. Our Platinum Presidentials will be working with each other to swap out helping each other as guest speakers for these events. Our Platinum Presidentials also, will be working together on a conference call every week to keep schedules from overlapping so each and every Ralleye will be a powerful event and not interfere with another. Depending on the number of guest speakers, divide the speaking times accordingly. We do recommend, if you have Presidential Director's that you are wanting to put on stage that you start them with 10 minutes on stage and the Ralleye is the perfect place to start. Do allow a longer time frame for experienced guest speakers.

Should you want the event to end at noon or 1:00pm, it is considered a Super Saturday, but the same rules as the Ralleye applies.

## HOW TO PROMOTE THE EVENT

The Platinum Presidential in charge of the event is responsible for getting the flyer to corporate for e-mail blast. The Platinum should not book or promote the event until they have confirmed with the other Platinum Presidentials on their weekly conference call. Once the flyer has been sent out it is everyone's responsibility to get the word out. Run copies of the flyer to hand out at your weekly overviews. Promote the upcoming events from the front of the room at the end of each weekly overview.