

Checklist | Maximizing Your Business Networking Meeting

- Arrive on time
- Dress professionally
- Bring business cards
- Prepare your weekly presentation
- Bring a referral for another member
- Actively listen during other members' presentations
- Ask open-ended questions during the meeting
- Share your success stories with the group
- Share a specific challenge you're facing and ask for advice
- Stay after the meeting to network with other members
- Meet with a new member to learn about their business
- Take notes during the meeting
- Follow up with members after the meeting
- Keep track of referrals given and received
- Invite guests to the meeting
- Participate in the 60-second commercial
- Be specific about the types of referrals you are looking for
- Mention a unique selling point of your business
- Offer a free consultation or trial to other members
- Bring a guest to the meeting
- Share a recent success with a client
- Be open to learning from other members
- Keep your phone on silent during the meeting
- Share your target market with the group
- Offer to speak at another member's event
- Attend other members' events
- Bring marketing materials to share with the group
- Share your industry knowledge with the group
- Show enthusiasm for other members' businesses
- Take a leadership role in the group