



## SCHEDULE YOUR LAUNCH MEETING AS SOON AS POSSIBLE AND NEVER EVER CANCEL IT!

### /// PERSONAL ZOOM CHECKLIST AND FLOW

- Phones on silent/off**
- Pets somewhere quiet**
- Kids in bed or in another room**
- Send your guests any Documents they may need (Overview sheets, Applications, MD Doctor Notices, Product Catalogs, Look Books)**
- Make sure you know how to use the basics of Zoom!**

### HOST (YOU) WILL OPEN PRESENTATION BY:

- Welcoming everyone and go over “housekeeping” rules
  - Cell phone off, hold questions till the end, etc.
- Share your “WHY” in Kyani
- Introduce/Edify the Guest Speaker (Past, Present, Future)
- Be part of the presentation by interacting and help the Guest Speaker however needed.

### /// IN PERSON PBR CHECKLIST AND FLOW

- |  |  |
|--|--|
| <input type="checkbox"/> Kyäni videos queued and ready                                     | <input type="checkbox"/> Overview Sheets   |
| <input type="checkbox"/> Phones silenced   | <input type="checkbox"/> Kyäni Product Samples                                     |
| <input type="checkbox"/> Kids in bed or with a babysitter                                  | <input type="checkbox"/> Refreshments  |
| <input type="checkbox"/> Animals outside (or in a place where they can't be seen or heard) | <input type="checkbox"/> Sign in sheet for ALL guests (collect cell phone numbers) |
| <input type="checkbox"/> Documents on a table  | <input type="checkbox"/> Cool room temperature                                     |
| <input type="checkbox"/> Customer and Distributor Applications                             | <input type="checkbox"/> Play upbeat music before and after PBR                    |
| <input type="checkbox"/> Pens (hand them out before the meeting)                           |  |

### /// BEFORE MEETING BEGINS

#### Introduce the Speaker Welcome Guests and say...

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

### /// DURING THE HOME MEETING

#### 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
- Keep it short and simple