



# EVENT INFO

Corporate Support: Q Corporate is always willing to help guide you with your personal events. If your event has 30+ people attending, we will also provide you with the following:

- **Promotions:**
  - Product
  - Enrollment
- **Samples:** Having samples at an opportunity event is a great way to show how fast and effective our products are. Corporate will pitch in and help you replenish your product for samples.
- **Artwork/Signage:** The back office has Compliance-approved artwork you can use for events! If you are interested in purchasing more signage for your event, email Jacqui ([jacquelyn@qsciences.com](mailto:jacquelyn@qsciences.com)) to go over your other marketing options! Please keep in mind the artwork used at your events needs to be approved by our design team and Compliance.
- **Swag and Giveaways:** The energy at your event is a crucial element for it being successful. We want to help and support you by offering giveaway items! Email Jacqui for more info.
- **Recognition:** Everyone loves being recognized for their hard work and accomplishments! Please utilize Q Corporate for recognition ideas and for the most accurate, updated information for recognition. We're happy to provide reports you need for this, and we will provide pins!
- **Flyers and Promotional Assets:** Need a flyer or an agenda for your event? Get your information over to Jacqui and she will help you get the assets you need to start promoting your event in the most exciting ways possible! Include name, date, location, and pictures for your flyers, and Q Corporate will be happy to email blast to everyone in your state to help promote!
- **Corporate Guests:** If your event is going to have over 100 attendees, corporate would love to help and send someone out to support your event! Please email Jacqui to arrange this.

**Jacqui's email: [jacquelyn@qsciences.com](mailto:jacquelyn@qsciences.com)**



# EVENT DO'S

- ✓ **First:** Decipher what type of meeting you are having: **Opportunity or Leadership?**
- ✓ **Use Eventbrite:** Having an organized way to see who is registered is key.  
\*Charge \$15-25 depending on cost of the venue
- ✓ **Have an attendance goal,** reward those who have the most sign ups!  
\***Ex:** Anyone who brings 3 or more guests gets their ticket reimbursed.
- ✓ **Start** and **End** on-time
- ✓ **TOP PRODUCERS:** Recognize them and have them speak and give testimonials.
- ✓ **Guest Speaker:** Have the main attraction close the meeting and *speak* last.
- ✓ **Room Temperature:** Keep the room cool to keep guests comfortable.
- ✓ **Registration:** Have computers to sign people up on the spot and quickly welcome registered attendees.  
\*Provide name tags for guests
- ✓ **ENERGY:** Keep the energy high!  
\*High energy music before and after each speaker  
\*Make sure your MC (is using one) has a good, charismatic energy.  
\*Make sure whomever is welcoming and checking in guests is exciting and magnetic
- ✓ **Display Table:** Show off all Q products.
- ✓ **Sampling Table:** Provide samples for guests.  
\*Use products that work quick like the Excel Cream, Renew Roll-On, Sport, Fuse, Twist etc.  
\*Make sure to have someone run the sample booth that is personable and can answer questions accurately.
- ✓ **Event Materials:** Invest in event materials like microphones, speakers, projector if you are going to be hosting large events often. It will save you money in the long run.  
\*Display signage prominently and properly
- ✓ **Be a gracious host** to your special guests flying in (guest speakers). Pick them up from the airport, book their hotel room etc.
- ✓ **Edify!** Edify your guest speaker as well as all the people helping make the event possible!
- ✓ **Event Pot:** Create an event "POT" where all ambassadors and leaders involved in the event contribute. Any funds earned at the event goes back into the pot and is used for the next event in the area. Please inquire if you have any questions.



- ✓ **Be organized!** It is vital.
- ✓ **Delegate responsibilities** to your leaders. Everyone should help pitch in.  
\*Assign specific tasks to your leaders.
- ✓ **Prep speakers and testimonials** *before* the event starts.
- ✓ **Huddle:** Have a group huddle before the event to discuss expectations and the agenda.

## EVENT DON'TS

- ✗ **Let guests in too early.** Keep the doors shut until about 15 min before event starts! Keep the anticipation up.
- ✗ **Wing it:** Make sure to plan ahead of time and communicate to your leaders the expectations of the event and meeting.
- ✗ **Start late:** Begin on time and stick to the agenda.
- ✗ **Ramble:** Make sure to keep things brief and impactful.
- ✗ **Make product claims:** Coach and prep any testimonials on products to ensure they are remaining compliant.
- ✗ **Procrastinate:** Events take time and energy to plan. Think about the small details and prep in advance.
- ✗ **Let guests be left alone and wondering what comes next:** No one wants to come to an opportunity meeting and not know what is going on or who to talk to. Be observant and make sure there is a clear agenda. Assign leaders to assist guests and answer their questions.
- ✗ **Forget to follow up and launch new ambassadors:** It's vital to make sure any new team members that signed up at your event are launched properly and set on the best path for their business.