



The Business Networking Group

“People do business with people... and more so among those they have come to know and trust.”

Facilitators Tip Sheet

- Meeting starts promptly at 7:30am; please begin with introductions. Give each guest a chance to speak for 30 seconds about their business.
- Initiate tip envelope and remind everyone that a minimum of \$1.00 per person is required for a tip. Please leave any additional tip on the table.
- Pass the facilitator's list, and remind the next facilitator of their turn.
- Ask if there is any business to discuss, and request announcements/thank yous before beginning your presentation.
- For roundtables, you may request a timekeeper to allow enough time for each member.
- Meeting ends at 8:30am.

Thank you for making BNG a great group!