

ACN Producers

“Get The Yes List” Call Checklist (**3 days before PGW/Hm Mtg****)**

1. “*How’s the inviting going?*”

- How many people have actually said “yes”?
- Praise the progress
- “Lets strive for double digits”
- Continue to invite

2. *How Many A-Players have been invited?*

- Strive for 50% “A-Players”

3. *Confirmation List Email*

- Subject line: host name, host cell #, Zoom Webinar ID # or physical location, exact day, date & time of PGW/Hm Mtg
**Please note time zone of guests if different than host/hostess*
- In Body: attendee name/cell #/relationship to you/ hot button
- Host/hostess MUST tell guests to expect a reminder call from the speaker’s office

4. *PGW Check List (go over list with them)*

- Zoom webinar room ready and tested 15-20 minutes before scheduled time
- Start EXACTLY on time
- Dress professional
- Be in quiet area(no children or pets)
- Proper lighting and background

5. *Role Play their Pique*

- Edify speaker not the business

6. *3-Way the Success Coach*