



Club opening team checklist

Plan ahead. The more you can establish before the day you begin inviting the better. Cover the following points with your team before going out to talk to potential members in a new community.

- **Who will go where?** Make sure the same business isn't visited twice. Develop a plan based on lists of community leaders or referrals.
- **What are you going to say?** Practice makes perfect, so discuss the following with the team:
 - Background information you have collected about the community, its leaders, its needs and potential service projects to promote.
 - How to start the conversation
 - Ideas for building rapport
 - How to address common concerns and questions
 - How to follow up about the pre-organizational meeting
- **When do you discuss progress?**
 - Meet at noon to debrief over lunch
 - Meet at the end of day to debrief to develop a master list of applicants
