

Part 5: Invite Your Guests

(Use the Guest Attendance Tracker “Presentation Chart” to track your progress)

(Track personal AND team guests who have ACTUALLY seen/heard the full presentation: 1-on-1, 2-on-1, or at an event (PCC,PBR, Luncheon, Briefing)

My Name _____ #Guests Last Mo. _____ Goal (ST 10-25, PT 25-49, FT 50-99, OT 100+) # _____ Mo/Yr _____

Guest Name	Guest Phone#	Date	Event Type	Mem Date	Assoc Date	Invited by	Leg#	Notes/Next Steps
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PCQ=1 Page (5Mem & 2 Assoc). Mgr/P20=4 Pages (20M's & 10A's) S.D.=5 Pages(25M's & 12 A's). E.D.=12 Pages(60M's & 30A's)