



# Welcome to the GMA's Key Professionals Group!

**KPG meets every Wednesday from 7:45-9am. Our typical meeting is structured to include time to network, 30 second commercials and 10 minute presentations.**

## **Passing Referrals**

Pass a referral slip to a member or guest when you have a lead or referral. A referral is when you know someone is interested in the service or product and you probably have mentioned the person's name who is receiving the referral slip. A lead is when you think someone will be interested, but you have not necessarily discussed it with them.

White slip – Person receiving referral

Pink slip – Person giving the referral

## **Attendance**

You may miss up to 3 meetings per quarter without penalty. If you have a sub, you will not be counted as absent. If you miss more than 3 meetings, you will owe a \$20 penalty at the next meeting that you attend in order to remain in the group. You are counted as present by putting your initials on the Member Roster that is passed around at the beginning of each meeting.

## **10 minute presentation**

Every 6 months or so, you have the opportunity to do a 10 minute presentation in front of the group. You are responsible for all aspects of your presentation, including any technology that you will need. You may borrow GMA's LCD or laptop, but you need to reserve the equipment in advance. You sign up to do a presentation on a presentation schedule that is passed around at the beginning of each meeting. When you do a presentation, you need to bring a door prize of approximately \$20 in value. Your door prize will be awarded to one person who passed a referral that particular meeting.

## **One on Ones**

"One on Ones" are when you meet with another member outside of our regularly scheduled meeting to make more personal connections and expand opportunities to give and receive referrals. Although one on ones can be done over coffee or lunch, we also encourage you to visit each other's places of business so you can learn even more about how your fellow members work.

## **Penalty Box**

If you arrive at the meeting after 8AM and the meeting has been called to order, you sit in the "penalty box" in the back of the room. You will be counted as present (sign in on the attendance roster) but you are not permitted to do your 30 second commercial. You can only stand up and say your name and company.

## **Cell Phone Policy**

Recently we have not had trouble with cell phone distractions. However, we reserve the right to charge a \$5 fine for cell phone distractions if they become a problem in the future. Please turn your phone off or on vibrate. If you must take a call, please leave the room discretely to do so.

