

Fraternal Benefits Nights

Council Checklist

(Begin 30 days prior to event.)

Scheduling the event:

- Council should pick the location.
 - And schedule both dates with the venue for fall/winter 2019 and Winter/Spring2020.
 - Presentations should be scheduled on a weekday evening (for max attendance)
 - Room should be reserved for about 2.5 hrs.
 - There should be 30 min allowed to set up, 30 min to greet and mingle. One hour to present (Field Agent), and 30 min to schedule appointments and pack up.

Marketing the event:

- Council should invite council members, non-members and their wives.
- Council should get the bulletin announcement in 30 days in advance, enough time to run twice prior to event.
- Council should get an RSVP of guests ahead of the event to the Field Agent, preferably two days in advance.

Set up of the event:

- Council should provide light snacks and non-alcoholic beverages.
- The Council, if possible, should set up a room with a projector, if that is not available, inform Field Agent and he will either bring one, or work with a white board.
- Room should be set up to 90% of RSVP, once filled we can pull more chairs out, we want room to be full.

During the event:

- Council should have a member of the council introduce the presenter for the evening as the "Guest Speaker & Field Agent"
 - **Script:** "Thank you all for coming, I am NAME, POSITION, of council #_____, here at PARIS NAME. It is with great pleasure that I introduce to you our guest speaker & Field Agent this evening, FIELD AGENT NAME."
- At the end of the event the attendants will be direct to set up a meeting time with the field agent if they would like further information or a personal consultation with the Agent.

NOTES: 1. For the event to count, 10+ men 18-80 years old must attend.

2. A Fraternal Benefits Night should never to be paired with a council meeting.