

Hosting your Vistage Meeting

It is your month to host. Now what?

LOCATION: All meetings will be held at the host's location unless noted otherwise. Please be prepared to host a tour of your facility as well. Other meeting locations can be arranged as needed, see Jason for more information.

FOOD: You will need to order a light breakfast (people love a little protein and some fruit) and lunch, and a light afternoon snack (cookies, candy or fruit, etc). Be sure to include beverages. People seem to drink lots of water and coffee (If we are using another member's space you may be able to talk them into providing the drinks they have on-site and reimburse them.).

ROOM SET-UP: The host should arrive by 8 AM to assist with meeting setup. Ideally, the room should be set in a U-shape. (check with Chair for A/V needs).

TIMING: All meetings are from 8:30 to 4:30 P.M. unless noted otherwise. Please be sure I can access the room as early as 7:30. Room should be booked until 5:00 to allow time for cleanup.

SPEAKER: If we have a speaker, as the host, it is your responsibility to help the speaker feel welcomed and make sure their needs are met.

YOUR HOST PRESENTATION: The presentation should last 20- 30 minutes.

The presentation should answer the following questions (unless you have something else you would like to present and have received Jason's approval):

- A. Unique Business Proposition
 - a. What is the company's purpose for being in business?
 - b. What extraordinary value does your product or service deliver to your customer?
 - c. What separates you from all your competitors, in the customer's eye?
- B. Key Profit Levers
 - a. How do you drive revenue?
 - b. How do you drive productivity?
 - c. What's your process for new products/services development?
 - d. What's your pricing strategy?
- C. Organization
 - a. Who's who among executives and managers

- b. How does your company attract and retain talent?
- D. The Future
 - a. What is the company's Overall Goal? (3 - 5 year horizon or share V/TO if implementing EOS).
 - b. How will you achieve your goals, i.e. what are the strategies you're pursuing to achieve them?
- E. Financials
 - a. P&L / Balance Sheet
 - b. KPI's / Scorecard
- F. Additionally - regardless of what you present we would like to know the following
 - a. What was the biggest lesson learned in the last year?
 - b. What was your biggest accomplishment in the last year?
 - c. If money were not an issue and you could do one thing to grow your business what would it be?
 - d. Personal- ex. personal story/business journey (how you got to where you are), family life, etc.
- G. Optional Host Presentations (to be approved by Jason):
 - a. Deep dive competitive analysis
 - b. Cheetah Team (mini-360)
 - c. Present a Best Practice
 - d. Deep dive on your numbers
 - e. Present something you would like feedback on, like a new business strategy, a growth plan, etc.
 - f. Put you out of business exercise (just ask Jason about it).
 - g. Fundraising deck review

"You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face.

You must do the thing you think you cannot do."

Eleanor Roosevelt