



Your Success ▼ Our Priority

The Success-Plus Club
Room Organizer

Your Business Development Network

Room Organizer

The role of the Room Organizer is to create the atmosphere for the meeting. The room's layout sets the tone for the meeting!

Duties

Before the Meeting:

1. Place **Meeting Signs** to guide guests to the meeting room
2. Arrange room using the 'U' shape layout
3. Set up the Members only **Networking Table**

After the Meeting:

1. Remove **Meeting Signs**
2. Replace tables as required
3. Perform a final inspection to ensure that items and material are not left behind by guest, members or other leaders



Tips for the Successful Organizer

1. Place the Meeting Leader and the guest Presenter at the top table nearest the 'u' opening
2. Check room temperature
2. Minimize distractions such as music

Creating order not rigidity!