

UBP ONLINE

DATE COMPLETE	ITEM	NOTES
1	Date Create ZOOM WEBINAR & Invite Speaker and Testimonials as Panelist	Note
2	Date Make sure to get approval of Photo and Bullet points from Speaker and Testimonials	Note
3	Date Send Email out to Speaker and Testimonials about the Bullet Points from the UBP Script PDF	Note
4	Date Submit 45 Minute UBP Free to GMTSS with Speaker. Note the INVITE to ZOOM within the COMMENTS SO People can COPY And Paste Invitation to Guests	Note
5	Date Create Promo Flyer for UBP and Email it out to all Local and UBP Coordinators 10 days prior	Note
6	Date Post Promo Flyer and Announce on Southeast Region FB Group On Tuesday Prior to your Scheduled UBP Date	Note
7	Date Mke sure All Panelist Receive an email with Instructions for night of UBP at least 2 days prior to UBP date	Note
8	Date UBPC Log Into ZOOM at least 15 minutes Prior to UBP Start Time to Test your Equipment	Note
9	Date Panelist Must Log in at least 10 minutes prior to Test Equipment	Note
#	Date Start Broadcast 1 minute prior to scheduled start time with a SMILE :)	Note

#	Date	Attendees Loading in and give 1 minute start time soon announcement and acknowledge where people are logging in from	Note
#	Date	Welcome and Introduction of Speaker Approx 1 minute long MAX	Note
#	Date	Speaker Takes over for 30 minutes or so..	Note
#	Date	Make sure Speaker is promoting Next Seminar and Major Event(if Applicable) with the Slide	Note
#	Date	UBPC ~ While Speaker is promoting next Seminar place the link to register into the Chat Box	Note
#	Date	UBPC Promote the Next UBP with Slide	Note
#	Date	UBPC Close the Meeting by Thanking everyone for attending!! Less than a minute	Note
#	Date	Send in EFR/Attendee Report(Zoom) The night of the UBP to Your Local, District(if applicable), Regional & GMTSS@marketamerica.com	Note
#	Date	Please Remove the Emails from the Attendee Report from Zoom prior to Sending!	Note

Congratulations on Hosting a GREAT ONLINE UBP!!!