

POINT OF ENTRY WORKSHEET

Name of Organization: _____ Venue: _____

Frequency of POE: _____ Time of Day/Week: _____

Mission Message Sentence: _____

Format:

1. Greeter (title): _____
2. Sign-In/Handout Person (title): _____
3. Mix & Mingle Activities: _____
4. Agenda:

a. Welcome (Ambassador): (3 min) _____

b. Guest introductions: (5 min) _____

c. Visionary Leader (Executive Director/CEO): (5-6 min) _____

d. Tour (walk around): (30-40 min) Tour Guide: _____

Bucket 1: _____ Tour Stop 1 Location: _____

Myth/Stereotype: _____

Fact: _____

Story: _____ Tour Stop Speaker: _____

Medium/Perspective: _____

Need: _____

Bucket 2: _____ Tour Stop 2 Location: _____

Myth/Stereotype: _____

Fact: _____

Story: _____ Tour Stop Speaker: _____

Medium/Perspective: _____

Need: _____

Bucket 3: _____ Tour Stop 3 Location: _____

Myth/Stereotype: _____

Fact: _____

Story: _____ Tour Stop Speaker: _____

Medium/Perspective: _____

Need: _____

e. Final testimonial speaker: (3-5 min) _____

f. Closing remarks (Ambassador): (2 min) _____

5. Follow-up person: _____

6. Tracking system: _____

Dates of next nine Point of Entry Events (first Point of Entry must be within one month of workshop):

1.	4.	7.
2.	5.	8.
3.	6.	9.

Name of Point of Entry: _____