

# XANGO



## Corporate Meeting Planning Standard Operating Procedure

- ✦ 8-12 weeks between meetings in the same area
- ✦ Minimum 100 people for a corporate executive to attend
- ✦ Minimum 300 people for a founder to attend
- ✦ Minimum 300 people for a doctor to attend as a guest speaker (appearance based on availability)
  - 1) Request must be presented to **Andrea Hartley**, city meeting manager, to coordinate dates and executives' schedules.
  - 2) Request must be submitted in writing at least six weeks before the requested meeting date.

Once approved, Andrea and her team will do the following:

- Contact the local distributor host with details and get suggestions for venue, etc.
- Secure venue and reserve meeting room (for the corporate meeting only)
- Secure guest accommodations for the corporate host and/or guest speaker
- Get meeting posted to the XanGo website
- Coordinate all travel for corporate host and guest speaker (where applicable).

## Corporate Meeting Request Form

### Information of the individual requesting the meeting

Distributor ID#: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Phone (alt): \_\_\_\_\_  
Email: \_\_\_\_\_

We thank you for your desire to bring a corporate meeting to your area, and we will do our best to accommodate your meeting request. Please refrain from advertising a requested meeting until official notification from **XanGo, LLC** is received.

Please send your request to Andrea Hartley, city meeting manager.  
**3098 West Executive Parkway**  
**Lehi, UT 84043**  
**Fax: 801.766.2931 - Ph: 801.766.2930**  
**andrea@xango.net**

### Please answer the following regarding the requested meeting.

1. What is your requested date for this meeting? \_\_\_\_\_
2. In what city and state would you like the meeting to take place?  
City: \_\_\_\_\_ State: \_\_\_\_\_
3. How many distributors/potential distributors do you anticipate at the meeting?  
\_\_\_\_\_
4. Please suggest 3 possible venues in order of preference:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
5. Requested Corporate Speaker  
First choice: \_\_\_\_\_  
Second choice: \_\_\_\_\_  
Third choice: \_\_\_\_\_
6. Who will be the distributor host?  
ID#: \_\_\_\_\_ Name: \_\_\_\_\_
7. Open meeting (no charge) or group-specific meeting:  
\_\_\_\_\_
8. Special needs or requirements (wheelchair access, impaired hearing accommodations, etc.)  
\_\_\_\_\_