

BACK PAGE

Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

MONTH	VISITORS	I COMMIT TO	ACHIEVED	GAP
Oct RT 3 Oct	24			
Nov RT 21 Nov	30			
Dec RT 5 Dec	15			
Jan RT 16 Jan	26			
Feb RT 6 Feb	30 · Mega			
Mar RT 27 Mar	15			

WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier President	95728 34027	Janak Dand Vice President	93707 72731
Vyankatesh Kushwaha Secretary / Treasurer	95524 19762	Lalit Parihar Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul LIT	78879 27593	Nikhil Shah LIT	98230 10775
Mahesh Pauskar LIT	80107 99711	Fauzia Shahid FIT / BIT	78751 20176
Jigyasa Sharma FIT / BIT	81461 59914	Geoffrey Chu FIT / BIT	88550 90819
Amit Kumar Prajapati FIT / BIT	70202 99765	Dr. Michelle D'Souza FIT / BIT	97656 34278
Komal Shah FIT / BIT	87885 34740	Jiya Naik FIT / BIT	95525 70721
Arch. Bhalchandra Wagle FIT / BIT	77097 19938	Deepak Kashyap Applications	98211 86100

The Elegance Times · Coordinator's Dossier, October 2026 to March 2027 · Published by the Leadership Team, BNI Elegance North Goa · Thursdays, 7.30 for 8.00, Fortune Miramar, Panjim · Contact numbers inside: not for circulation.

The Elegance Times

BNI Elegance North Goa · The Visitor Host · LIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED TO

Shawn Paul

VISITOR HOST · LIT · THE GATEWAY
Landscape Services · Fit-Out & Exteriors



150

visitors across the term, nearly six a meeting.
One in four to join.

The first ten minutes are yours

Shawn, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
11	Twenty-six Thursdays	12	Month by month · who to call

Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

Visitor Days 15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar

THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
7.50	Every visitor seated at a table with their inviter, or with a host if the inviter is late. Nobody sits alone.
8.00	The meeting starts. Visitors are welcomed by name from the front; the host who greeted them stands when their name is read.
8.40	Visitors introduce themselves: fifteen seconds, from the seat. A host sits within reach of each one.
9.30	Close. Every visitor is walked to the Visitor Host table before they leave: the invite link, the next Visitor Day, and did they enjoy it.
Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS

TEAM	WHO	DOES
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello
BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need

WHO PASSES TO WHOM

FROM	TO	WHEN
Visitor Host	Lead Visitor Host	Every visitor's name, category and who invited them, before 8.00
Visitor Host	Growth	A visitor who says they want to join, the same morning
Lead Visitor Host	Growth	Friday: the follow-up list, every visitor called
Growth	Application Review	A visitor who asks to join: within 48 hours
Lead Visitor Host	Social media	Visitor Day numbers by 10.00 on the day
Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

THE NUMBERS THE GATEWAY ANSWERS FOR

150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
42	Members who brought no visitor last period; their first is worth forty league points

YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

NO.	DATE	THEME	WHAT HAPPENS
1	01 Oct	Visitor Day	Baselines on screen · league announced · scorecard
2	08 Oct	Know Your Power Team	Round 1 opens · captains named · Induction Day (3)
3	15 Oct	Navratri Nine Colours	Visitor Day · 12+ · every host at the door 7.15
4	22 Oct	Slay Your Ten	Focus Day: Events, Hospitality & Wellbeing
5	29 Oct	Festive Season Countdown	Round 1 closes · MC review, 40 min
6	05 Nov	Diwali Dhamaka	Visitor Day · 15+ · Diwali social nine days on
7	12 Nov	Fresh Ledger	Induction Day (3) · members see own light
8	19 Nov	Testimonial Tsunami	Focus Day: Interiors, Décor & Retail
9	26 Nov	Gratitude Day	Round 2 closes · MC review, 40 min
10	4 Dec	Goencho Saib	Fri 4 Dec, venue TBC · Round 3 opens · scorecard
11	10 Dec	Season of Giving	Induction Day (4) · youth outreach launch
12	17 Dec	Liberation Day	Focus Day: Build & Structure · mid-term scorecard
13	24 Dec	Christmas Exchange	Christmas Eve · attendance ×2
14	31 Dec	Vision 2027	New Year's Eve · Round 3 closes · MC review, 40 min
15	07 Jan	Fresh Start	Round 4 opens · scorecard
16	14 Jan	Kite and Til-Gul	Visitor Day · 12+
17	21 Jan	Power Team Face-Off	Focus Day: Business, Finance & Tech · league table
18	28 Jan	Tricolour Day	Round 4 closes · MC review, 40 min
19	04 Feb	Viva Carnival	MEGA VISITOR DAY · 30+ · every host, every table
20	11 Feb	Love Your Referral Partner	Induction Day (6) · CTL 95 date · scorecard
21	18 Feb	Renewal and Retention	Focus Day: Fit-Out & Exteriors
22	25 Feb	Ask Big	Round 5 closes · MC review, 40 min
23	04 Mar	Final Stretch	Round 6 opens · scorecard
24	11 Mar	Women in Business	Visitor Day · 12+ · Women in Business
25	18 Mar	Shigmo Colours	Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min
26	25 Mar	Awards and Handover	Grand final · term results

OFF THE THURSDAY · YOUR DATES

Visitor Days	15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar
Visitor Blitz	Sat 24 Oct
Friday follow-up	Every Friday by noon, every visitor from the Thursday
Socials, nine days after a Visitor Day	14 Nov · 19 Dec · 6 Feb · 20 Mar

HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
A padlock on your own card	The Gateway has no padlocks. If a page asks for a password, you are on another desk.
No signal · changes waiting	Carry on. They go when the signal returns. Do not clear the browser's data meanwhile.
Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

- FOUR RULES
- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
- 2

Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
- 3

No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
- 4

When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

Lead-In Team · LIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

Leads in the room. LIT's job is what happens after the door: every visitor seated with their inviter by 7.50, welcomed by name from the front at 8.00, sat within reach of a host at 8.40 when they introduce themselves, and walked to the Visitor Host table at 9.30 before they leave. A visitor decides in the first ten minutes whether they will come back; LIT owns those ten minutes.

THE NUMBERS YOUR DESK ANSWERS FOR		
7.50	Every visitor seated, with their inviter or with you. Nobody sits alone, and nobody sits with the Leadership Team by default.	
8.00	The welcome from the front, by name. The host who greeted them stands when the name is read.	
9.30	The walk to the table: the invite link, the next Visitor Day, and did they enjoy it. Then their inviter says goodbye.	
150	Visitors across the term. LIT hears what each one needs and passes it to their inviter that morning.	
EVERY THURSDAY	EVERY MONTH	ACROSS THE TERM
Three LIT in the room from 7.30; the seating plan on Visitor Days.	The Visitor Day room plan with Lalit Parihar: where thirty visitors sit.	Five Visitor Days and the Mega Day. The room is yours on those mornings.

Your buddy **Nikhil Shah** · LIT. They cover your post when you are away, and you cover theirs.

You file	Visitors seated by 7.50	Visitors walked out at 9.30	What each visitor needs, to their inviter
	Visitor Day seating plan	Absences on the door team	

BEFORE THE FIRST MEETING, THU 1 OCT

- ☐ The 15 October seating plan drawn: twelve visitors, twelve inviters, twelve tables
- ☐ The walk-out script read once aloud
- ☐ The Visitor Host table stocked: invite cards, the next Visitor Day date, a pen that works

LIT · RULES

Your rules

- 1A visitor is seated by 7.50, with their inviter. An inviter who is late is found; the visitor is not left waiting.
- 2The welcome from the front names every visitor. LIT gives the President the list, in seating order, by 7.55.
- 3At 8.40 a host sits within reach of every visitor introducing themselves. Fifteen seconds is a long time alone.
- 4No visitor leaves without the walk to the Visitor Host table. It takes two minutes and it is where they decide to come back.
- 5What a visitor says they need goes to their inviter that morning, in one line. That is the referral.
- 6If you are away, Nikhil Shah leads the room.

THE VISITOR DAY ROOM			
VISITOR DAY	TARGET	ROOM PLAN BY	THEME
Thu 15 Oct	12+	Tue 13 Oct	Navratri Nine Colours
Thu 5 Nov	15+	Tue 3 Nov	Diwali Dhamaka
Thu 14 Jan	12+	Tue 12 Jan	Kite and Til-Gul
Thu 4 Feb	30+	Tue 2 Feb	Viva Carnival · Mega
Thu 11 Mar	12+	Tue 9 Mar	Women in Business

NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

7.30 to 7.50	Every visitor seated with their inviter.
By 7.55	The President's Today's visitors fills itself from the ticks at the door. Check it against the room, and tell the door about anyone missing.
9.30	Every visitor walked out; what each one needs, to their inviter.

WHAT YOUR TICKS SET OFF	
Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
A budget	A Visitor Day that needs money goes to the Secretary / Treasurer's Approvals first.

YOUR DESK

What is on the Gateway

One list for every host and every visitor of the term. Five tabs.

The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
Thursday	Tick each visitor Came as they arrive. Someone who just walks in: <i>Add and mark as here</i> . The visitors of the day, in arrival order, appear on the President's desk by themselves.
Friday	The follow-up message for each visitor, ready to send on WhatsApp, and their answer: Coming again, Applied, Joined or Not for them .
Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

LIT · SCRIPTS

What to say

Seating a visitor

7.30 TO 7.50

"You're with [inviter] at table [n]. They'll be here in a minute; I'll sit with you until they are. What brings you this morning?"

■ Never leave a visitor standing. If the inviter is late, you are the inviter.

At 8.40

BEFORE THEY INTRODUCE THEMSELVES

"Fifteen seconds, from your seat: your name, what you do, one thing you're looking for. Everyone reads theirs; nobody minds."

■ Sit within reach. Smile when they finish.

The walk to the table

9.30

"Two minutes before you go. This is the invite link; the next Visitor Day is [date]. Did you enjoy it — and who would you have liked to meet that you didn't?"

■ The last answer goes to their inviter before they reach the car park.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

Shawn, everything this book asks of you is kept on the Gateway, on the chapter's website. Five minutes with this page saves a phone call later.

- 1 Open bnielegance.com/desk/coordinators.html on your phone and choose **Open the Gateway**. Add it to your home screen: in Chrome, the : menu → *Add to Home screen*; on an iPhone, Share → *Add to Home Screen*.
- 2 If a small grey box asks for a username and password before anything opens, that is the chapter's gate. Use the one the Vice President gave the whole team.
- 3 The Gateway has **no password of its own**: every host works on the same list. That is why it lives behind the chapter's gate, and why nobody forwards its address on the chapter group.
- 4 It opens on **The list**. The tabs along the top are your whole job: **The list, Thursday, Friday, Theme & dress, The hundred and fifty**.

YOUR WORK IS SHARED, AND SAFE

Sync on	Every save goes to the chapter's store and reaches the Leadership Team's desks by itself. The line at the very foot of the page says Sync on · chapter store .
No signal	The function room often has none. Keep working: the foot line says how many changes are waiting, and they go when the signal returns. Do not clear the browser's data while anything is waiting.
Two at once	Two people on the same desk at the same moment is fine. Both sets of work are kept.
Show them	If the page says <i>Another desk has saved changes · Show them</i> , tap it for the newest copy.

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Vyankatesh Kushwaha Secretary / Treasurer	95524 19762	Lalit Parihar Lead Visitor Host	70730 87048

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ISSUED TO

Nikhil Shah
VISITOR HOST · LIT · THE GATEWAY
UPS / Inverter · Power, Systems & Safety



150

visitors across the term, nearly six a meeting.
One in four to join.

The first ten minutes are yours

Nikhil, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

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MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

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A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

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TEAM	WHO	DOES
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BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need

WHO PASSES TO WHOM

FROM	TO	WHEN
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THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

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Your buddy **Mahesh Pauskar** · LIT. They cover your post when you are away, and you cover theirs.

You file	Visitors seated by 7.50	Visitors walked out at 9.30	What each visitor needs, to their inviter
	Visitor Day seating plan	Absences on the door team	

BEFORE THE FIRST MEETING, THU 1 OCT

☐

The 15 October seating plan drawn: twelve visitors, twelve inviters, twelve tables

☐

The walk-out script read once aloud

☐

The Visitor Host table stocked: invite cards, the next Visitor Day date, a pen that works

LIT · RULES

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The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
Thursday	Tick each visitor Came as they arrive. Someone who just walks in: <i>Add and mark as here</i> . The visitors of the day, in arrival order, appear on the President's desk by themselves.
Friday	The follow-up message for each visitor, ready to send on WhatsApp, and their answer: Coming again, Applied, Joined or Not for them .
Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

LIT · SCRIPTS

What to say

Seating a visitor

7.30 TO 7.50

"You're with [inviter] at table [n]. They'll be here in a minute; I'll sit with you until they are. What brings you this morning?"

■ Never leave a visitor standing. If the inviter is late, you are the inviter.

At 8.40

BEFORE THEY INTRODUCE THEMSELVES

"Fifteen seconds, from your seat: your name, what you do, one thing you're looking for. Everyone reads theirs; nobody minds."

■ Sit within reach. Smile when they finish.

The walk to the table

9.30

"Two minutes before you go. This is the invite link; the next Visitor Day is [date]. Did you enjoy it — and who would you have liked to meet that you didn't?"

■ The last answer goes to their inviter before they reach the car park.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

Nikhil, everything this book asks of you is kept on the Gateway, on the chapter's website. Five minutes with this page saves a phone call later.

- 1 Open bnielegance.com/desk/coordinators.html on your phone and choose **Open the Gateway**. Add it to your home screen: in Chrome, the ⋮ menu → *Add to Home screen*; on an iPhone, Share → *Add to Home Screen*.
- 2 If a small grey box asks for a username and password before anything opens, that is the chapter's gate. Use the one the Vice President gave the whole team.
- 3 The Gateway has **no password of its own**: every host works on the same list. That is why it lives behind the chapter's gate, and why nobody forwards its address on the chapter group.
- 4 It opens on **The list**. The tabs along the top are your whole job: **The list, Thursday, Friday, Theme & dress, The hundred and fifty**.

YOUR WORK IS SHARED, AND SAFE

Sync on	Every save goes to the chapter's store and reaches the Leadership Team's desks by itself. The line at the very foot of the page says Sync on • chapter store .
No signal	The function room often has none. Keep working; the foot line says how many changes are waiting, and they go when the signal returns. Do not clear the browser's data while anything is waiting.
Two at once	Two people on the same desk at the same moment is fine. Both sets of work are kept.
Show them	If the page says <i>Another desk has saved changes • Show them</i> , tap it for the newest copy.

BACK PAGE

Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

MONTH	VISITORS	I COMMIT TO	ACHIEVED	GAP
Oct RT 3 Oct	24			
Nov RT 21 Nov	30			
Dec RT 5 Dec	15			
Jan RT 16 Jan	26			
Feb RT 6 Feb	30 · Mega			
Mar RT 27 Mar	15			

WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier President	95728 34027	Janak Dand Vice President	93707 72731
Vyankatesh Kushwaha Secretary / Treasurer	95524 19762	Lalit Parihar Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul LIT	78879 27593	Nikhil Shah LIT	98230 10775
Mahesh Pauskar LIT	80107 99711	Fauzia Shahid FIT / BIT	78751 20176
Jigyasa Sharma FIT / BIT	81461 59914	Geoffrey Chu FIT / BIT	88550 90819
Amit Kumar Prajapati FIT / BIT	70202 99765	Dr. Michelle D'Souza FIT / BIT	97656 34278
Komal Shah FIT / BIT	87885 34740	Jiya Naik FIT / BIT	95525 70721
Arch. Bhalchandra Wagle FIT / BIT	77097 19938	Deepak Kashyap Applications	98211 86100

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Thursdays, 7.30 for 8.00, Fortune Miramar, Panjim · Contact numbers inside: not for circulation.

The Elegance Times

BNI Elegance North Goa · The Visitor Host · LIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED TO

Mahesh Pauskar
VISITOR HOST · LIT · THE GATEWAY
Fine Jewelry · Interiors, Décor & Retail



150

visitors across the term, nearly six a meeting.
One in four to join.

The first ten minutes are yours
Mahesh, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
11	Twenty-six Thursdays	12	Month by month · who to call

Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

Visitor Days 15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar

THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
7.50	Every visitor seated at a table with their inviter, or with a host if the inviter is late. Nobody sits alone.
8.00	The meeting starts. Visitors are welcomed by name from the front; the host who greeted them stands when their name is read.
8.40	Visitors introduce themselves: fifteen seconds, from the seat. A host sits within reach of each one.
9.30	Close. Every visitor is walked to the Visitor Host table before they leave: the invite link, the next Visitor Day, and did they enjoy it.
Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS			
TEAM	WHO	DOES	
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close	
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello	
BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need	

WHO PASSES TO WHOM		
FROM	TO	WHEN
Visitor Host	Lead Visitor Host	Every visitor's name, category and who invited them, before 8.00
Visitor Host	Growth	A visitor who says they want to join, the same morning
Lead Visitor Host	Growth	Friday: the follow-up list, every visitor called
Growth	Application Review	A visitor who asks to join: within 48 hours
Lead Visitor Host	Social media	Visitor Day numbers by 10.00 on the day
Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

THE NUMBERS THE GATEWAY ANSWERS FOR	
150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
42	Members who brought no visitor last period; their first is worth forty league points

YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

NO.	DATE	THEME	WHAT HAPPENS
1	01 Oct	Visitor Day	Baselines on screen · league announced · scorecard
2	08 Oct	Know Your Power Team	Round 1 opens · captains named · Induction Day (3)
3	15 Oct	Navratri Nine Colours	Visitor Day · 12+ · every host at the door 7.15
4	22 Oct	Slay Your Ten	Focus Day: Events, Hospitality & Wellbeing
5	29 Oct	Festive Season Countdown	Round 1 closes · MC review, 40 min
6	05 Nov	Diwali Dhamaka	Visitor Day · 15+ · Diwali social nine days on
7	12 Nov	Fresh Ledger	Induction Day (3) · members see own light
8	19 Nov	Testimonial Tsunami	Focus Day: Interiors, Décor & Retail
9	26 Nov	Gratitude Day	Round 2 closes · MC review, 40 min
10	4 Dec	Goencho Saib	Fri 4 Dec, venue TBC · Round 3 opens · scorecard
11	10 Dec	Season of Giving	Induction Day (4) · youth outreach launch
12	17 Dec	Liberation Day	Focus Day: Build & Structure · mid-term scorecard
13	24 Dec	Christmas Exchange	Christmas Eve · attendance ×2
14	31 Dec	Vision 2027	New Year's Eve · Round 3 closes · MC review, 40 min
15	07 Jan	Fresh Start	Round 4 opens · scorecard
16	14 Jan	Kite and Til-Gul	Visitor Day · 12+
17	21 Jan	Power Team Face-Off	Focus Day: Business, Finance & Tech · league table
18	28 Jan	Tricolour Day	Round 4 closes · MC review, 40 min
19	04 Feb	Viva Carnival	MEGA VISITOR DAY · 30+ · every host, every table
20	11 Feb	Love Your Referral Partner	Induction Day (6) · CTL 95 date · scorecard
21	18 Feb	Renewal and Retention	Focus Day: Fit-Out & Exteriors
22	25 Feb	Ask Big	Round 5 closes · MC review, 40 min
23	04 Mar	Final Stretch	Round 6 opens · scorecard
24	11 Mar	Women in Business	Visitor Day · 12+ · Women in Business
25	18 Mar	Shigmo Colours	Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min
26	25 Mar	Awards and Handover	Grand final · term results

OFF THE THURSDAY · YOUR DATES	
Visitor Days	15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar
Visitor Blitz	Sat 24 Oct
Friday follow-up	Every Friday by noon, every visitor from the Thursday
Socials, nine days after a Visitor Day	14 Nov · 19 Dec · 6 Feb · 20 Mar

HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
A padlock on your own card	The Gateway has no padlocks. If a page asks for a password, you are on another desk.
No signal · changes waiting	Carry on. They go when the signal returns. Do not clear the browser's data meanwhile.
Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

- FOUR RULES
- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
- 2

Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
- 3

No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
- 4

When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

Lead-In Team · LIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

Leads in the room. LIT's job is what happens after the door: every visitor seated with their inviter by 7.50, welcomed by name from the front at 8.00, sat within reach of a host at 8.40 when they introduce themselves, and walked to the Visitor Host table at 9.30 before they leave. A visitor decides in the first ten minutes whether they will come back; LIT owns those ten minutes.

THE NUMBERS YOUR DESK ANSWERS FOR		
7.50	Every visitor seated, with their inviter or with you. Nobody sits alone, and nobody sits with the Leadership Team by default.	
8.00	The welcome from the front, by name. The host who greeted them stands when the name is read.	
9.30	The walk to the table: the invite link, the next Visitor Day, and did they enjoy it. Then their inviter says goodbye.	
150	Visitors across the term. LIT hears what each one needs and passes it to their inviter that morning.	
EVERY THURSDAY	EVERY MONTH	ACROSS THE TERM
Three LIT in the room from 7.30; the seating plan on Visitor Days.	The Visitor Day room plan with Lalit Parihar: where thirty visitors sit.	Five Visitor Days and the Mega Day. The room is yours on those mornings.

Your buddy **Shawn Paul** · LIT. They cover your post when you are away, and you cover theirs.

You file	Visitors seated by 7.50	Visitors walked out at 9.30	What each visitor needs, to their inviter
	Visitor Day seating plan	Absences on the door team	

BEFORE THE FIRST MEETING, THU 1 OCT

☐

The 15 October seating plan drawn: twelve visitors, twelve inviters, twelve tables

☐

The walk-out script read once aloud

☐

The Visitor Host table stocked: invite cards, the next Visitor Day date, a pen that works

LIT · RULES

Your rules

- 1A visitor is seated by 7.50, with their inviter. An inviter who is late is found; the visitor is not left waiting.
- 2The welcome from the front names every visitor. LIT gives the President the list, in seating order, by 7.55.
- 3At 8.40 a host sits within reach of every visitor introducing themselves. Fifteen seconds is a long time alone.
- 4No visitor leaves without the walk to the Visitor Host table. It takes two minutes and it is where they decide to come back.
- 5What a visitor says they need goes to their inviter that morning, in one line. That is the referral.
- 6If you are away, Shawn Paul leads the room.

THE VISITOR DAY ROOM			
VISITOR DAY	TARGET	ROOM PLAN BY	THEME
Thu 15 Oct	12+	Tue 13 Oct	Navratri Nine Colours
Thu 5 Nov	15+	Tue 3 Nov	Diwali Dhamaka
Thu 14 Jan	12+	Tue 12 Jan	Kite and Til-Gul
Thu 4 Feb	30+	Tue 2 Feb	Viva Carnival · Mega
Thu 11 Mar	12+	Tue 9 Mar	Women in Business

NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

7.30 to 7.50	Every visitor seated with their inviter.
By 7.55	The President's Today's visitors fills itself from the ticks at the door. Check it against the room, and tell the door about anyone missing.
9.30	Every visitor walked out; what each one needs, to their inviter.

WHAT YOUR TICKS SET OFF	
Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
A budget	A Visitor Day that needs money goes to the Secretary / Treasurer's Approvals first.

YOUR DESK

What is on the Gateway

One list for every host and every visitor of the term. Five tabs.

The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
Thursday	Tick each visitor Came as they arrive. Someone who just walks in: <i>Add and mark as here</i> . The visitors of the day, in arrival order, appear on the President's desk by themselves.
Friday	The follow-up message for each visitor, ready to send on WhatsApp, and their answer: Coming again, Applied, Joined or Not for them .
Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

LIT · SCRIPTS

What to say

Seating a visitor

7.30 TO 7.50

"You're with [inviter] at table [n]. They'll be here in a minute; I'll sit with you until they are. What brings you this morning?"

■ Never leave a visitor standing. If the inviter is late, you are the inviter.

At 8.40

BEFORE THEY INTRODUCE THEMSELVES

"Fifteen seconds, from your seat: your name, what you do, one thing you're looking for. Everyone reads theirs; nobody minds."

■ Sit within reach. Smile when they finish.

The walk to the table

9.30

"Two minutes before you go. This is the invite link; the next Visitor Day is [date]. Did you enjoy it — and who would you have liked to meet that you didn't?"

■ The last answer goes to their inviter before they reach the car park.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

Maahesh, everything this book asks of you is kept on the Gateway, on the chapter's website. Five minutes with this page saves a phone call later.

- 1 Open bnielegance.com/desk/coordinators.html on your phone and choose **Open the Gateway**. Add it to your home screen: in Chrome, the : menu → *Add to Home screen*; on an iPhone, Share → *Add to Home Screen*.
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- 4 It opens on **The list**. The tabs along the top are your whole job: **The list, Thursday, Friday, Theme & dress, The hundred and fifty**.

YOUR WORK IS SHARED, AND SAFE

Sync on	Every save goes to the chapter's store and reaches the Leadership Team's desks by itself. The line at the very foot of the page says Sync on · chapter store .
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Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

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FebRT 6 Feb	30 · Mega			
MarRT 27 Mar	15			

WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier	President	95728 34027	Janak Dand	Vice President	93707 72731
Vyankatesh Kushwaha	Secretary / Treasurer	95524 19762	Lalit Parihar	Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul	LIT	78879 27593	Nikhil Shah	LIT	98230 10775
Mahesh Pauskar	LIT	80107 99711	Fauzia Shahid	FIT / BIT	78751 20176
Jigyasa Sharma	FIT / BIT	81461 59914	Geoffrey Chu	FIT / BIT	88550 90819
Amit Kumar Prajapati	FIT / BIT	70202 99765	Dr. Michelle D'Souza	FIT / BIT	97656 34278
Komal Shah	FIT / BIT	87885 34740	Jiya Naik	FIT / BIT	95525 70721
Arch. Bhalchandra Wagle	FIT / BIT	77097 19938	Deepak Kashyap	Applications	98211 86100

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The Elegance Times

BNI Elegance North Goa · The Visitor Host · FIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED TO

Fauzia Shahid

VISITOR HOST · FIT · THE GATEWAY

Furniture manufacture · Interiors, Décor & Retail



150

visitors across the term, nearly six a meeting.
One in four to join.

First face a visitor sees

Fauzia, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

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4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
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Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

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THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

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Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS

TEAM	WHO	DOES
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello
BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need

WHO PASSES TO WHOM

FROM	TO	WHEN
Visitor Host	Lead Visitor Host	Every visitor's name, category and who invited them, before 8.00
Visitor Host	Growth	A visitor who says they want to join, the same morning
Lead Visitor Host	Growth	Friday: the follow-up list, every visitor called
Growth	Application Review	A visitor who asks to join: within 48 hours
Lead Visitor Host	Social media	Visitor Day numbers by 10.00 on the day
Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

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150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
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YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

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12	17 Dec	Liberation Day	Focus Day: Build & Structure · mid-term scorecard
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17	21 Jan	Power Team Face-Off	Focus Day: Business, Finance & Tech · league table
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19	04 Feb	Viva Carnival	MEGA VISITOR DAY · 30+ · every host, every table
20	11 Feb	Love Your Referral Partner	Induction Day (6) · CTL 95 date · scorecard
21	18 Feb	Renewal and Retention	Focus Day: Fit-Out & Exteriors
22	25 Feb	Ask Big	Round 5 closes · MC review, 40 min
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24	11 Mar	Women in Business	Visitor Day · 12+ · Women in Business
25	18 Mar	Shigmo Colours	Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min
26	25 Mar	Awards and Handover	Grand final · term results

OFF THE THURSDAY · YOUR DATES

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HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

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A padlock on your own card	The Gateway has no padlocks. If a page asks for a password, you are on another desk.
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Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

FOUR RULES

- 1

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- 2

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- 4

When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

First-Impression Team · FIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

First face a visitor sees. FIT take the door at 7.30: the list, the badge, the first hello, and the hand-over to LIT in the room.

THE NUMBERS YOUR DESK ANSWERS FOR

- 7.15

At the door, before the first member. The visitor list from the Gateway printed, badges laid out by name.
- Every name

Checked against the list, spelled right on the badge, and the inviter's name beside it.
- First hello

Yours. The visitor hears their name before they hear the chapter's.
- Hand-over

To LIT inside the room, by name, with the inviter's table.

EVERY THURSDAY Door from 7.15, list checked, badges out.	EVERY MONTH The Visitor Day door: two on it, one moving.	ACROSS THE TERM The Mega Day, 4 February: thirty at the door in twenty minutes.
---	---	--

Your buddy Jigyasa Sharma · FIT. They cover your post when you are away, and you cover theirs.

You file	Visitors at the door	Not on the list	Badge and inviter	Handed to LIT	Absent from the door team
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BEFORE THE FIRST MEETING, THU 1 OCT

- ☐ The Gateway's visitor list printed for 1 October, badges written
- ☐ The door layout agreed with Lalit Parihar: where the list sits, where the badges are
- ☐ A pen that works, and a spare

FIT · RULES

Your rules

- 1At the door by 7.15, before the first member. The list is printed; badges are written by name and inviter.
- 2Every visitor is greeted by name before anything else. If the name is not on the list, they are greeted anyway and added.
- 3The badge is spelled correctly. Ask; do not guess.
- 4Hand each visitor to LIT inside the room, by name, with their inviter's table.
- 5On Visitor Days two hosts hold the door and one moves. Nobody leaves the door until 8.00.
- 6If you are away, Jigyasa Sharma takes the door.

VISITOR DAYS		
DATE	TARGET	DOOR
Thu 15 Oct	12+	Two on the door, one moving
Thu 5 Nov	15+	Two on the door, one moving
Thu 14 Jan	12+	Two on the door, one moving
Thu 4 Feb	30+	All four on the door 7.15–8.00
Thu 11 Mar	12+	Two on the door, one moving

NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

Before Thursday	The list checked: who is expected, and who invited them.
7.30, at the door	The Thursday tab open. Each visitor: the list, the badge, the first hello, and Came ticked. Then hand them to LIT.
A walk-in	Add and mark as here, with the member who brought them.

WHAT YOUR TICKS SET OFF	
Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
A budget	A Visitor Day that needs money goes to the Secretary / Treasurer's Approvals first.

YOUR DESK

What is on the Gateway

One list for every host and every visitor of the term. Five tabs.

The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
Thursday	Tick each visitor Came as they arrive. Someone who just walks in: <i>Add and mark as here</i> . The visitors of the day, in arrival order, appear on the President's desk by themselves.
Friday	The follow-up message for each visitor, ready to send on WhatsApp, and their answer: Coming again, Applied, Joined or Not for them .
Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

FIT · SCRIPTS

What to say

The first hello

AT THE DOOR

"Good morning — [name]? Welcome. [Inviter] is at table [n]; I'll take you through."

■ Their name first. Check the list before they reach you.

Not on the list

AT THE DOOR

"Welcome — I don't have you down, which is my mistake, not yours. Who are you with this morning? And what's your line of work?"

■ Add them, badge them, hand them to LIT. Sort the list later.

The hand-over

INSIDE THE DOOR

"[LIT host], this is [name], [trade], with [inviter] at table [n]."

■ By name, every time. Then back to the door.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

Fauzia, everything this book asks of you is kept on the Gateway, on the chapter's website. Five minutes with this page saves a phone call later.

- 1 Open bnielegance.com/desk/coordinators.html on your phone and choose **Open the Gateway**. Add it to your home screen: in Chrome, the : menu → *Add to Home screen*; on an iPhone, Share → *Add to Home Screen*.
- 2 If a small grey box asks for a username and password before anything opens, that is the chapter's gate. Use the one the Vice President gave the whole team.
- 3 The Gateway has **no password of its own**: every host works on the same list. That is why it lives behind the chapter's gate, and why nobody forwards its address on the chapter group.
- 4 It opens on **The list**. The tabs along the top are your whole job: **The list, Thursday, Friday, Theme & dress, The hundred and fifty**.

YOUR WORK IS SHARED, AND SAFE

Sync on	Every save goes to the chapter's store and reaches the Leadership Team's desks by itself. The line at the very foot of the page says Sync on · chapter store .
No signal	The function room often has none. Keep working: the foot line says how many changes are waiting, and they go when the signal returns. Do not clear the browser's data while anything is waiting.
Two at once	Two people on the same desk at the same moment is fine. Both sets of work are kept.
Show them	If the page says <i>Another desk has saved changes · Show them</i> , tap it for the newest copy.

BACK PAGE

Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

MONTH	VISITORS	I COMMIT TO	ACHIEVED	GAP
OctRT 3 Oct	24			
NovRT 21 Nov	30			
DecRT 5 Dec	15			
JanRT 16 Jan	26			
FebRT 6 Feb	30 · Mega			
MarRT 27 Mar	15			

WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier	President	95728 34027	Janak Dand	Vice President	93707 72731
Vyankatesh Kushwaha	Secretary / Treasurer	95524 19762	Lalit Parihar	Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul	LIT	78879 27593	Nikhil Shah	LIT	98230 10775
Mahesh Pauskar	LIT	80107 99711	Fauzia Shahid	FIT / BIT	78751 20176
Jigyasa Sharma	FIT / BIT	81461 59914	Geoffrey Chu	FIT / BIT	88550 90819
Amit Kumar Prajapati	FIT / BIT	70202 99765	Dr. Michelle D'Souza	FIT / BIT	97656 34278
Komal Shah	FIT / BIT	87885 34740	Jiya Naik	FIT / BIT	95525 70721
Arch. Bhalchandra Wagle	FIT / BIT	77097 19938	Deepak Kashyap	Applications	98211 86100

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The Elegance Times

BNI Elegance North Goa · The Visitor Host · FIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED TO

Jigyasa Sharma

VISITOR HOST · FIT · THE GATEWAY

Health Coach · Events, Hospitality & Wellbeing



150

visitors across the term, nearly six a meeting.
One in four to join.

First face a visitor sees

Jigyasa, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
11	Twenty-six Thursdays	12	Month by month · who to call

Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

Visitor Days 15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar

THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
7.50	Every visitor seated at a table with their inviter, or with a host if the inviter is late. Nobody sits alone.
8.00	The meeting starts. Visitors are welcomed by name from the front; the host who greeted them stands when their name is read.
8.40	Visitors introduce themselves: fifteen seconds, from the seat. A host sits within reach of each one.
9.30	Close. Every visitor is walked to the Visitor Host table before they leave: the invite link, the next Visitor Day, and did they enjoy it.
Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS			
TEAM	WHO	DOES	
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close	
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello	
BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need	

WHO PASSES TO WHOM		
FROM	TO	WHEN
Visitor Host	Lead Visitor Host	Every visitor's name, category and who invited them, before 8.00
Visitor Host	Growth	A visitor who says they want to join, the same morning
Lead Visitor Host	Growth	Friday: the follow-up list, every visitor called
Growth	Application Review	A visitor who asks to join: within 48 hours
Lead Visitor Host	Social media	Visitor Day numbers by 10.00 on the day
Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

THE NUMBERS THE GATEWAY ANSWERS FOR	
150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
42	Members who brought no visitor last period; their first is worth forty league points

YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

NO.	DATE	THEME	WHAT HAPPENS
1	01 Oct	Visitor Day	Baselines on screen · league announced · scorecard
2	08 Oct	Know Your Power Team	Round 1 opens · captains named · Induction Day (3)
3	15 Oct	Navratri Nine Colours	Visitor Day · 12+ · every host at the door 7.15
4	22 Oct	Slay Your Ten	Focus Day: Events, Hospitality & Wellbeing
5	29 Oct	Festive Season Countdown	Round 1 closes · MC review, 40 min
6	05 Nov	Diwali Dhamaka	Visitor Day · 15+ · Diwali social nine days on
7	12 Nov	Fresh Ledger	Induction Day (3) · members see own light
8	19 Nov	Testimonial Tsunami	Focus Day: Interiors, Décor & Retail
9	26 Nov	Gratitude Day	Round 2 closes · MC review, 40 min
10	4 Dec	Goencho Saib	Fri 4 Dec, venue TBC · Round 3 opens · scorecard
11	10 Dec	Season of Giving	Induction Day (4) · youth outreach launch
12	17 Dec	Liberation Day	Focus Day: Build & Structure · mid-term scorecard
13	24 Dec	Christmas Exchange	Christmas Eve · attendance ×2
14	31 Dec	Vision 2027	New Year's Eve · Round 3 closes · MC review, 40 min
15	07 Jan	Fresh Start	Round 4 opens · scorecard
16	14 Jan	Kite and Til-Gul	Visitor Day · 12+
17	21 Jan	Power Team Face-Off	Focus Day: Business, Finance & Tech · league table
18	28 Jan	Tricolour Day	Round 4 closes · MC review, 40 min
19	04 Feb	Viva Carnival	MEGA VISITOR DAY · 30+ · every host, every table
20	11 Feb	Love Your Referral Partner	Induction Day (6) · CTL 95 date · scorecard
21	18 Feb	Renewal and Retention	Focus Day: Fit-Out & Exteriors
22	25 Feb	Ask Big	Round 5 closes · MC review, 40 min
23	04 Mar	Final Stretch	Round 6 opens · scorecard
24	11 Mar	Women in Business	Visitor Day · 12+ · Women in Business
25	18 Mar	Shigmo Colours	Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min
26	25 Mar	Awards and Handover	Grand final · term results

OFF THE THURSDAY · YOUR DATES	
Visitor Days	15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar
Visitor Blitz	Sat 24 Oct
Friday follow-up	Every Friday by noon, every visitor from the Thursday
Socials, nine days after a Visitor Day	14 Nov · 19 Dec · 6 Feb · 20 Mar

HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
A padlock on your own card	The Gateway has no padlocks. If a page asks for a password, you are on another desk.
No signal · changes waiting	Carry on. They go when the signal returns. Do not clear the browser's data meanwhile.
Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

- FOUR RULES
- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
- 2

Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
- 3

No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
- 4

When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

First-Impression Team · FIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

First face a visitor sees. FIT take the door at 7.30: the list, the badge, the first hello, and the hand-over to LIT in the room.

THE NUMBERS YOUR DESK ANSWERS FOR

- 7.15

At the door, before the first member. The visitor list from the Gateway printed, badges laid out by name.
- Every name

Checked against the list, spelled right on the badge, and the inviter's name beside it.
- First hello

Yours. The visitor hears their name before they hear the chapter's.
- Hand-over

To LIT inside the room, by name, with the inviter's table.

EVERY THURSDAY Door from 7.15, list checked, badges out.	EVERY MONTH The Visitor Day door: two on it, one moving.	ACROSS THE TERM The Mega Day, 4 February: thirty at the door in twenty minutes.
---	---	--

- Your buddy

Fauzia Shahid · FIT. They cover your post when you are away, and you cover theirs.
- You file

Visitors at the door

Not on the list

Badge and inviter

Handed to LIT

Absent from the door team

BEFORE THE FIRST MEETING, THU 1 OCT

☐

The Gateway's visitor list printed for 1 October, badges written

☐

The door layout agreed with Lalit Parihar: where the list sits, where the badges are

☐

A pen that works, and a spare

FIT · RULES

Your rules

- 1At the door by 7.15, before the first member. The list is printed; badges are written by name and inviter.
- 2Every visitor is greeted by name before anything else. If the name is not on the list, they are greeted anyway and added.
- 3The badge is spelled correctly. Ask; do not guess.
- 4Hand each visitor to LIT inside the room, by name, with their inviter's table.
- 5On Visitor Days two hosts hold the door and one moves. Nobody leaves the door until 8.00.
- 6If you are away, Fauzia Shahid takes the door.

VISITOR DAYS

DATE	TARGET	DOOR
Thu 15 Oct	12+	Two on the door, one moving
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NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

Before Thursday	The list checked: who is expected, and who invited them.
7.30, at the door	The Thursday tab open. Each visitor: the list, the badge, the first hello, and Came ticked. Then hand them to LIT.
A walk-in	Add and mark as <i>here</i> , with the member who brought them.

WHAT YOUR TICKS SET OFF

Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
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One list for every host and every visitor of the term. Five tabs.

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FIT · SCRIPTS

What to say

The first hello

AT THE DOOR

"Good morning — [name]? Welcome. [Inviter] is at table [n]; I'll take you through."

■ Their name first. Check the list before they reach you.

Not on the list

AT THE DOOR

"Welcome — I don't have you down, which is my mistake, not yours. Who are you with this morning? And what's your line of work?"

■ Add them, badge them, hand them to LIT. Sort the list later.

The hand-over

INSIDE THE DOOR

"[LIT host], this is [name], [trade], with [inviter] at table [n]."

■ By name, every time. Then back to the door.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

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Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

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Vyankatesh Kushwaha Secretary / Treasurer	95524 19762	Lalit Parihar Lead Visitor Host	70730 87048

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Mahesh Pauskar LIT	80107 99711	Fauzia Shahid FIT / BIT	78751 20176
Jigyasa Sharma FIT / BIT	81461 59914	Geoffrey Chu FIT / BIT	88550 90819
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The Elegance Times

BNI Elegance North Goa · The Visitor Host · FIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED TO

Geoffrey Chu
VISITOR HOST · FIT · THE GATEWAY
AI Consultant · Business, Finance & Technology



150

visitors across the term, nearly six a meeting.
One in four to join.

First face a visitor sees
Geoffrey, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

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THE THREE TEAMS			
TEAM	WHO	DOES	
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close	
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello	
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WHO PASSES TO WHOM		
FROM	TO	WHEN
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Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

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Twenty-six Thursdays

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HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
A padlock on your own card	The Gateway has no padlocks. If a page asks for a password, you are on another desk.
No signal · changes waiting	Carry on. They go when the signal returns. Do not clear the browser's data meanwhile.
Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

FOUR RULES

- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
- 2

Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
- 3

No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
- 4

When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

First-Impression Team · FIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

First face a visitor sees. FIT take the door at 7.30: the list, the badge, the first hello, and the hand-over to LIT in the room.

THE NUMBERS YOUR DESK ANSWERS FOR

- 7.15

At the door, before the first member. The visitor list from the Gateway printed, badges laid out by name.
- Every name

Checked against the list, spelled right on the badge, and the inviter's name beside it.
- First hello

Yours. The visitor hears their name before they hear the chapter's.
- Hand-over

To LIT inside the room, by name, with the inviter's table.

EVERY THURSDAY Door from 7.15, list checked, badges out.	EVERY MONTH The Visitor Day door: two on it, one moving.	ACROSS THE TERM The Mega Day, 4 February: thirty at the door in twenty minutes.
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Your buddy **Amit Kumar Prajapati** · FIT. They cover your post when you are away, and you cover theirs.

You file	Visitors at the door	Not on the list	Badge and inviter	Handed to LIT	Absent from the door team
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BEFORE THE FIRST MEETING, THU 1 OCT

- ☐ The Gateway's visitor list printed for 1 October, badges written
- ☐ The door layout agreed with Lalit Parihar: where the list sits, where the badges are
- ☐ A pen that works, and a spare

FIT · RULES

Your rules

- 1At the door by 7.15, before the first member. The list is printed; badges are written by name and inviter.
- 2Every visitor is greeted by name before anything else. If the name is not on the list, they are greeted anyway and added.
- 3The badge is spelled correctly. Ask; do not guess.
- 4Hand each visitor to LIT inside the room, by name, with their inviter's table.
- 5On Visitor Days two hosts hold the door and one moves. Nobody leaves the door until 8.00.
- 6If you are away, Amit Kumar Prajapati takes the door.

VISITOR DAYS		
DATE	TARGET	DOOR
Thu 15 Oct	12+	Two on the door, one moving
Thu 5 Nov	15+	Two on the door, one moving
Thu 14 Jan	12+	Two on the door, one moving
Thu 4 Feb	30+	All four on the door 7.15–8.00
Thu 11 Mar	12+	Two on the door, one moving

NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

Before Thursday	The list checked: who is expected, and who invited them.
7.30, at the door	The Thursday tab open. Each visitor: the list, the badge, the first hello, and Came ticked. Then hand them to LIT.
A walk-in	Add and mark as <i>here</i> , with the member who brought them.

WHAT YOUR TICKS SET OFF	
Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
A budget	A Visitor Day that needs money goes to the Secretary / Treasurer's Approvals first.

YOUR DESK

What is on the Gateway

One list for every host and every visitor of the term. Five tabs.

The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
Thursday	Tick each visitor Came as they arrive. Someone who just walks in: <i>Add and mark as here</i> . The visitors of the day, in arrival order, appear on the President's desk by themselves.
Friday	The follow-up message for each visitor, ready to send on WhatsApp, and their answer: Coming again, Applied, Joined or Not for them .
Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

FIT · SCRIPTS

What to say

The first hello

AT THE DOOR

"Good morning — [name]? Welcome. [Inviter] is at table [n]; I'll take you through."

■ Their name first. Check the list before they reach you.

Not on the list

AT THE DOOR

"Welcome — I don't have you down, which is my mistake, not yours. Who are you with this morning? And what's your line of work?"

■ Add them, badge them, hand them to LIT. Sort the list later.

The hand-over

INSIDE THE DOOR

"[LIT host], this is [name], [trade], with [inviter] at table [n]."

■ By name, every time. Then back to the door.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

Geoffrey, everything this book asks of you is kept on the Gateway, on the chapter's website. Five minutes with this page saves a phone call later.

- 1 Open bnielegance.com/desk/coordinators.html on your phone and choose **Open the Gateway**. Add it to your home screen: in Chrome, the : menu → *Add to Home screen*; on an iPhone, Share → *Add to Home Screen*.
- 2 If a small grey box asks for a username and password before anything opens, that is the chapter's gate. Use the one the Vice President gave the whole team.
- 3 The Gateway has **no password of its own**: every host works on the same list. That is why it lives behind the chapter's gate, and why nobody forwards its address on the chapter group.
- 4 It opens on **The list**. The tabs along the top are your whole job: **The list, Thursday, Friday, Theme & dress, The hundred and fifty**.

YOUR WORK IS SHARED, AND SAFE

Sync on	Every save goes to the chapter's store and reaches the Leadership Team's desks by itself. The line at the very foot of the page says Sync on · chapter store .
No signal	The function room often has none. Keep working; the foot line says how many changes are waiting, and they go when the signal returns. Do not clear the browser's data while anything is waiting.
Two at once	Two people on the same desk at the same moment is fine. Both sets of work are kept.
Show them	If the page says <i>Another desk has saved changes · Show them</i> , tap it for the newest copy.

BACK PAGE

Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

MONTH	VISITORS	I COMMIT TO	ACHIEVED	GAP
OctRT 3 Oct	24			
NovRT 21 Nov	30			
DecRT 5 Dec	15			
JanRT 16 Jan	26			
FebRT 6 Feb	30 · Mega			
MarRT 27 Mar	15			

WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier	President	95728 34027	Janak Dand	Vice President	93707 72731
Vyankatesh Kushwaha	Secretary / Treasurer	95524 19762	Lalit Parihar	Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul	LIT	78879 27593	Nikhil Shah	LIT	98230 10775
Mahesh Pauskar	LIT	80107 99711	Fauzia Shahid	FIT / BIT	78751 20176
Jigyasa Sharma	FIT / BIT	81461 59914	Geoffrey Chu	FIT / BIT	88550 90819
Amit Kumar Prajapati	FIT / BIT	70202 99765	Dr. Michelle D'Souza	FIT / BIT	97656 34278
Komal Shah	FIT / BIT	87885 34740	Jiya Naik	FIT / BIT	95525 70721
Arch. Bhalchandra Wagle	FIT / BIT	77097 19938	Deepak Kashyap	Applications	98211 86100

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Thursdays, 7.30 for 8.00, Fortune Miramar, Panjim · Contact numbers inside: not for circulation.

The Elegance Times

BNI Elegance North Goa · The Visitor Host · FIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED
TO

Amit Kumar Prajapati

VISITOR HOST · FIT · THE GATEWAY
Glass Supplier · Fit-Out & Exteriors



150

visitors across the term, nearly six a meeting.
One in four to join.

First face a visitor sees

Amit, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
11	Twenty-six Thursdays	12	Month by month · who to call

Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

Visitor Days 15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar

THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
7.50	Every visitor seated at a table with their inviter, or with a host if the inviter is late. Nobody sits alone.
8.00	The meeting starts. Visitors are welcomed by name from the front; the host who greeted them stands when their name is read.
8.40	Visitors introduce themselves: fifteen seconds, from the seat. A host sits within reach of each one.
9.30	Close. Every visitor is walked to the Visitor Host table before they leave: the invite link, the next Visitor Day, and did they enjoy it.
Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS			
TEAM	WHO	DOES	
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close	
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello	
BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need	

WHO PASSES TO WHOM		
FROM	TO	WHEN
Visitor Host	Lead Visitor Host	Every visitor's name, category and who invited them, before 8.00
Visitor Host	Growth	A visitor who says they want to join, the same morning
Lead Visitor Host	Growth	Friday: the follow-up list, every visitor called
Growth	Application Review	A visitor who asks to join: within 48 hours
Lead Visitor Host	Social media	Visitor Day numbers by 10.00 on the day
Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

THE NUMBERS THE GATEWAY ANSWERS FOR	
150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
42	Members who brought no visitor last period; their first is worth forty league points

YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

NO.	DATE	THEME	WHAT HAPPENS
1	01 Oct	Visitor Day	Baselines on screen · league announced · scorecard
2	08 Oct	Know Your Power Team	Round 1 opens · captains named · Induction Day (3)
3	15 Oct	Navratri Nine Colours	Visitor Day · 12+ · every host at the door 7.15
4	22 Oct	Slay Your Ten	Focus Day: Events, Hospitality & Wellbeing
5	29 Oct	Festive Season Countdown	Round 1 closes · MC review, 40 min
6	05 Nov	Diwali Dhamaka	Visitor Day · 15+ · Diwali social nine days on
7	12 Nov	Fresh Ledger	Induction Day (3) · members see own light
8	19 Nov	Testimonial Tsunami	Focus Day: Interiors, Décor & Retail
9	26 Nov	Gratitude Day	Round 2 closes · MC review, 40 min
10	4 Dec	Goencho Saib	Fri 4 Dec, venue TBC · Round 3 opens · scorecard
11	10 Dec	Season of Giving	Induction Day (4) · youth outreach launch
12	17 Dec	Liberation Day	Focus Day: Build & Structure · mid-term scorecard
13	24 Dec	Christmas Exchange	Christmas Eve · attendance ×2
14	31 Dec	Vision 2027	New Year's Eve · Round 3 closes · MC review, 40 min
15	07 Jan	Fresh Start	Round 4 opens · scorecard
16	14 Jan	Kite and Til-Gul	Visitor Day · 12+
17	21 Jan	Power Team Face-Off	Focus Day: Business, Finance & Tech · league table
18	28 Jan	Tricolour Day	Round 4 closes · MC review, 40 min
19	04 Feb	Viva Carnival	MEGA VISITOR DAY · 30+ · every host, every table
20	11 Feb	Love Your Referral Partner	Induction Day (6) · CTL 95 date · scorecard
21	18 Feb	Renewal and Retention	Focus Day: Fit-Out & Exteriors
22	25 Feb	Ask Big	Round 5 closes · MC review, 40 min
23	04 Mar	Final Stretch	Round 6 opens · scorecard
24	11 Mar	Women in Business	Visitor Day · 12+ · Women in Business
25	18 Mar	Shigmo Colours	Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min
26	25 Mar	Awards and Handover	Grand final · term results

OFF THE THURSDAY · YOUR DATES	
Visitor Days	15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar
Visitor Blitz	Sat 24 Oct
Friday follow-up	Every Friday by noon, every visitor from the Thursday
Socials, nine days after a Visitor Day	14 Nov · 19 Dec · 6 Feb · 20 Mar

HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
A padlock on your own card	The Gateway has no padlocks. If a page asks for a password, you are on another desk.
No signal · changes waiting	Carry on. They go when the signal returns. Do not clear the browser's data meanwhile.
Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

FOUR RULES

- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
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Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
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No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
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When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

First-Impression Team · FIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

First face a visitor sees. FIT take the door at 7.30: the list, the badge, the first hello, and the hand-over to LIT in the room.

THE NUMBERS YOUR DESK ANSWERS FOR

- 7.15

At the door, before the first member. The visitor list from the Gateway printed, badges laid out by name.
- Every name

Checked against the list, spelled right on the badge, and the inviter's name beside it.
- First hello

Yours. The visitor hears their name before they hear the chapter's.
- Hand-over

To LIT inside the room, by name, with the inviter's table.

EVERY THURSDAY Door from 7.15, list checked, badges out.	EVERY MONTH The Visitor Day door: two on it, one moving.	ACROSS THE TERM The Mega Day, 4 February: thirty at the door in twenty minutes.
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Your buddy **Geoffrey Chu** · FIT. They cover your post when you are away, and you cover theirs.

You file	Visitors at the door	Not on the list	Badge and inviter	Handed to LIT	Absent from the door team
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BEFORE THE FIRST MEETING, THU 1 OCT

- ☐ The Gateway's visitor list printed for 1 October, badges written
- ☐ The door layout agreed with Lalit Parihar: where the list sits, where the badges are
- ☐ A pen that works, and a spare

FIT · RULES

Your rules

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- 2Every visitor is greeted by name before anything else. If the name is not on the list, they are greeted anyway and added.
- 3The badge is spelled correctly. Ask; do not guess.
- 4Hand each visitor to LIT inside the room, by name, with their inviter's table.
- 5On Visitor Days two hosts hold the door and one moves. Nobody leaves the door until 8.00.
- 6If you are away, Geoffrey Chu takes the door.

VISITOR DAYS		
DATE	TARGET	DOOR
Thu 15 Oct	12+	Two on the door, one moving
Thu 5 Nov	15+	Two on the door, one moving
Thu 14 Jan	12+	Two on the door, one moving
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Thu 11 Mar	12+	Two on the door, one moving

NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

Before Thursday	The list checked: who is expected, and who invited them.
7.30, at the door	The Thursday tab open. Each visitor: the list, the badge, the first hello, and Came ticked. Then hand them to LIT.
A walk-in	Add and mark as here, with the member who brought them.

WHAT YOUR TICKS SET OFF	
Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
A budget	A Visitor Day that needs money goes to the Secretary / Treasurer's Approvals first.

YOUR DESK

What is on the Gateway

One list for every host and every visitor of the term. Five tabs.

The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
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Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

FIT · SCRIPTS

What to say

The first hello

AT THE DOOR

"Good morning — [name]? Welcome. [Inviter] is at table [n]; I'll take you through."

■ Their name first. Check the list before they reach you.

Not on the list

AT THE DOOR

"Welcome — I don't have you down, which is my mistake, not yours. Who are you with this morning? And what's your line of work?"

■ Add them, badge them, hand them to LIT. Sort the list later.

The hand-over

INSIDE THE DOOR

"[LIT host], this is [name], [trade], with [inviter] at table [n]."

■ By name, every time. Then back to the door.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

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Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

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Nov RT 21 Nov	30			
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WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier President	95728 34027	Janak Dand Vice President	93707 72731
Vyankatesh Kushwaha Secretary / Treasurer	95524 19762	Lalit Parihar Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul LIT	78879 27593	Nikhil Shah LIT	98230 10775
Mahesh Pauskar LIT	80107 99711	Fauzia Shahid FIT / BIT	78751 20176
Jigyasa Sharma FIT / BIT	81461 59914	Geoffrey Chu FIT / BIT	88550 90819
Amit Kumar Prajapati FIT / BIT	70202 99765	Dr. Michelle D'Souza FIT / BIT	97656 34278
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Arch. Bhalchandra Wagle FIT / BIT	77097 19938	Deepak Kashyap Applications	98211 86100

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The Elegance Times

BNI Elegance North Goa · The Visitor Host · BIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED
TO

Dr. Michelle D'Souza

VISITOR HOST · BIT · THE GATEWAY
Physical Therapist · Events, Hospitality & Wellbeing



150

visitors across the term, nearly six a meeting.
One in four to join.

Sit with them, ask, and pass it on

Dr., this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
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Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

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THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
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8.40	Visitors introduce themselves: fifteen seconds, from the seat. A host sits within reach of each one.
9.30	Close. Every visitor is walked to the Visitor Host table before they leave: the invite link, the next Visitor Day, and did they enjoy it.
Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS			
TEAM	WHO	DOES	
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close	
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello	
BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need	

WHO PASSES TO WHOM		
FROM	TO	WHEN
Visitor Host	Lead Visitor Host	Every visitor's name, category and who invited them, before 8.00
Visitor Host	Growth	A visitor who says they want to join, the same morning
Lead Visitor Host	Growth	Friday: the follow-up list, every visitor called
Growth	Application Review	A visitor who asks to join: within 48 hours
Lead Visitor Host	Social media	Visitor Day numbers by 10.00 on the day
Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

THE NUMBERS THE GATEWAY ANSWERS FOR	
150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
42	Members who brought no visitor last period; their first is worth forty league points

YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

NO.	DATE	THEME	WHAT HAPPENS
1	01 Oct	Visitor Day	Baselines on screen · league announced · scorecard
2	08 Oct	Know Your Power Team	Round 1 opens · captains named · Induction Day (3)
3	15 Oct	Navratri Nine Colours	Visitor Day · 12+ · every host at the door 7.15
4	22 Oct	Slay Your Ten	Focus Day: Events, Hospitality & Wellbeing
5	29 Oct	Festive Season Countdown	Round 1 closes · MC review, 40 min
6	05 Nov	Diwali Dhamaka	Visitor Day · 15+ · Diwali social nine days on
7	12 Nov	Fresh Ledger	Induction Day (3) · members see own light
8	19 Nov	Testimonial Tsunami	Focus Day: Interiors, Décor & Retail
9	26 Nov	Gratitude Day	Round 2 closes · MC review, 40 min
10	4 Dec	Goencho Saib	Fri 4 Dec, venue TBC · Round 3 opens · scorecard
11	10 Dec	Season of Giving	Induction Day (4) · youth outreach launch
12	17 Dec	Liberation Day	Focus Day: Build & Structure · mid-term scorecard
13	24 Dec	Christmas Exchange	Christmas Eve · attendance ×2
14	31 Dec	Vision 2027	New Year's Eve · Round 3 closes · MC review, 40 min
15	07 Jan	Fresh Start	Round 4 opens · scorecard
16	14 Jan	Kite and Til-Gul	Visitor Day · 12+
17	21 Jan	Power Team Face-Off	Focus Day: Business, Finance & Tech · league table
18	28 Jan	Tricolour Day	Round 4 closes · MC review, 40 min
19	04 Feb	Viva Carnival	MEGA VISITOR DAY · 30+ · every host, every table
20	11 Feb	Love Your Referral Partner	Induction Day (6) · CTL 95 date · scorecard
21	18 Feb	Renewal and Retention	Focus Day: Fit-Out & Exteriors
22	25 Feb	Ask Big	Round 5 closes · MC review, 40 min
23	04 Mar	Final Stretch	Round 6 opens · scorecard
24	11 Mar	Women in Business	Visitor Day · 12+ · Women in Business
25	18 Mar	Shigmo Colours	Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min
26	25 Mar	Awards and Handover	Grand final · term results

OFF THE THURSDAY · YOUR DATES	
Visitor Days	15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar
Visitor Blitz	Sat 24 Oct
Friday follow-up	Every Friday by noon, every visitor from the Thursday
Socials, nine days after a Visitor Day	14 Nov · 19 Dec · 6 Feb · 20 Mar

HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
A padlock on your own card	The Gateway has no padlocks. If a page asks for a password, you are on another desk.
No signal · changes waiting	Carry on. They go when the signal returns. Do not clear the browser's data meanwhile.
Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

FOUR RULES

- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
- 2

Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
- 3

No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
- 4

When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

Build-Impression Team · BIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

Sits with visitors. BIT take the tables: the introductions, the questions, and the one thing a visitor says they need — which is the referral, and goes to their inviter that morning.

THE NUMBERS YOUR DESK ANSWERS FOR

- 1

Host at every table with a visitor. Sit before the visitor does.
- 3

Introductions each visitor gets from you: the two people at the table they should know, and one across the room.
- 1 line

What the visitor needs, to their inviter, before 9.30.
- 150

Visitors across the term. BIT are why one in four of them joins.

EVERY THURSDAY One host at every table with a visitor, from 7.40.	EVERY MONTH On Visitor Days, every BIT host has two tables.	ACROSS THE TERM The Mega Day: thirty visitors, eleven hosts, every table covered.
--	--	--

Your buddy **Komal Shah** · BIT. They cover your post when you are away, and you cover theirs.

You file	Visitors at my tables	Introductions made	What each needs	Passed to inviter	Absent from the table team
----------	-----------------------	--------------------	-----------------	-------------------	----------------------------

BEFORE THE FIRST MEETING, THU 1 OCT

- ☐ The 1 October tables: which visitor is at which, from the Gateway
- ☐ The three introductions rehearsed once: two at the table, one across the room
- ☐ The one-line note format agreed with Lalit Parihar: visitor, needs, inviter

BIT · RULES

Your rules

- 1A host sits at every table with a visitor, before the visitor does. Nobody is seated to an empty chair.
- 2Three introductions per visitor: two at the table, one across the room. Names first, trades second.
- 3One question, always: what would make this morning worth it for you? The answer is the referral.
- 4That answer reaches the visitor's inviter, in one line, before 9.30.
- 5On Visitor Days every BIT host takes two tables. On the Mega Day, three.
- 6If you are away, Komal Shah takes your tables.

VISITOR DAYS

DATE	TARGET	TABLES
Thu 15 Oct	12+	Two each
Thu 5 Nov	15+	Two each
Thu 14 Jan	12+	Two each
Thu 4 Feb	30+	Three each
Thu 11 Mar	12+	Two each

NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

On Thursday	At the tables: what each visitor does and needs, noted on the list.
By Friday evening	The Friday tab: each follow-up message sent on WhatsApp, and each answer set.
Applied or Joined	The moment you set it, the Vice President and the Application Review Coordinator see it. The 48-hour clock starts.

WHAT YOUR TICKS SET OFF

Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
A budget	A Visitor Day that needs money goes to the Secretary / Treasurer's Approvals first.

YOUR DESK

What is on the Gateway

One list for every host and every visitor of the term. Five tabs.

The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
Thursday	Tick each visitor Came as they arrive. Someone who just walks in: <i>Add and mark as here</i> . The visitors of the day, in arrival order, appear on the President's desk by themselves.
Friday	The follow-up message for each visitor, ready to send on WhatsApp, and their answer: Coming again, Applied, Joined or Not for them .
Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

BIT · SCRIPTS

What to say

Sitting down7.40

"I'm [name]; I do [trade]. You're [inviter]'s guest. This is [member], who does [trade], and [member], who does [trade]."

■ Two introductions before the tea arrives.

The questionDURING THE MEETING

"What would make this morning worth your while? Who would you want to walk out having met?"

■ Listen. Then find that person across the room.

The line to the inviterBEFORE 9.30

"[Visitor] is looking for [need]. [Member] is the one to introduce."

■ One line, to the inviter, on WhatsApp if they have moved. That is the whole job.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

Michelle, everything this book asks of you is kept on the Gateway, on the chapter's website. Five minutes with this page saves a phone call later.

- 1 Open bnielegance.com/desk/coordinators.html on your phone and choose **Open the Gateway**. Add it to your home screen: in Chrome, the : menu → *Add to Home screen*; on an iPhone, Share → *Add to Home Screen*.
- 2 If a small grey box asks for a username and password before anything opens, that is the chapter's gate. Use the one the Vice President gave the whole team.
- 3 The Gateway has **no password of its own**: every host works on the same list. That is why it lives behind the chapter's gate, and why nobody forwards its address on the chapter group.
- 4 It opens on **The list**. The tabs along the top are your whole job: **The list, Thursday, Friday, Theme & dress, The hundred and fifty**.

YOUR WORK IS SHARED, AND SAFE

Sync on	Every save goes to the chapter's store and reaches the Leadership Team's desks by itself. The line at the very foot of the page says Sync on · chapter store .
No signal	The function room often has none. Keep working: the foot line says how many changes are waiting, and they go when the signal returns. Do not clear the browser's data while anything is waiting.
Two at once	Two people on the same desk at the same moment is fine. Both sets of work are kept.
Show them	If the page says <i>Another desk has saved changes · Show them</i> , tap it for the newest copy.

BACK PAGE

Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

MONTH	VISITORS	I COMMIT TO	ACHIEVED	GAP
Oct RT 3 Oct	24			
Nov RT 21 Nov	30			
Dec RT 5 Dec	15			
Jan RT 16 Jan	26			
Feb RT 6 Feb	30 · Mega			
Mar RT 27 Mar	15			

WHO TO CALL			
LEADERSHIP TEAM			
Gavin Dominic Xavier President	95728 34027	Janak Dand Vice President	93707 72731
Vyankatesh Kushwaha Secretary / Treasurer	95524 19762	Lalit Parihar Lead Visitor Host	70730 87048
HOSTING TEAM			
Shawn Paul LIT	78879 27593	Nikhil Shah LIT	98230 10775
Mahesh Pauskar LIT	80107 99711	Fauzia Shahid FIT / BIT	78751 20176
Jigyasa Sharma FIT / BIT	81461 59914	Geoffrey Chu FIT / BIT	88550 90819
Amit Kumar Prajapati FIT / BIT	70202 99765	Dr. Michelle D'Souza FIT / BIT	97656 34278
Komal Shah FIT / BIT	87885 34740	Jiya Naik FIT / BIT	95525 70721
Arch. Bhalchandra Wagle FIT / BIT	77097 19938	Deepak Kashyap Applications	98211 86100

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Thursdays, 7.30 for 8.00, Fortune Miramar, Panjim · Contact numbers inside: not for circulation.

The Elegance Times

BNI Elegance North Goa · The Visitor Host · BIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED TO

Komal Shah

VISITOR HOST · BIT · THE GATEWAY

Caterer · Events, Hospitality & Wellbeing



150

visitors across the term, nearly six a meeting.
One in four to join.

Sit with them, ask, and pass it on

Komal, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
11	Twenty-six Thursdays	12	Month by month · who to call

Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

Visitor Days 15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar

THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
7.50	Every visitor seated at a table with their inviter, or with a host if the inviter is late. Nobody sits alone.
8.00	The meeting starts. Visitors are welcomed by name from the front; the host who greeted them stands when their name is read.
8.40	Visitors introduce themselves: fifteen seconds, from the seat. A host sits within reach of each one.
9.30	Close. Every visitor is walked to the Visitor Host table before they leave: the invite link, the next Visitor Day, and did they enjoy it.
Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS			
TEAM	WHO	DOES	
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close	
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello	
BIT	Dr. Michelle D'Souza · Komal Shah · Jiya Naik · Arch. Bhalchandra Wagle	The tables: sits with visitors, makes the introductions, hears what they need	

WHO PASSES TO WHOM		
FROM	TO	WHEN
Visitor Host	Lead Visitor Host	Every visitor's name, category and who invited them, before 8.00
Visitor Host	Growth	A visitor who says they want to join, the same morning
Lead Visitor Host	Growth	Friday: the follow-up list, every visitor called
Growth	Application Review	A visitor who asks to join: within 48 hours
Lead Visitor Host	Social media	Visitor Day numbers by 10.00 on the day
Lead Visitor Host	The President	The count toward a hundred and fifty, every first Thursday

THE NUMBERS THE GATEWAY ANSWERS FOR	
150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
42	Members who brought no visitor last period; their first is worth forty league points

YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

NO.	DATE	THEME	WHAT HAPPENS
1	01 Oct	Visitor Day	Baselines on screen · league announced · scorecard
2	08 Oct	Know Your Power Team	Round 1 opens · captains named · Induction Day (3)
3	15 Oct	Navratri Nine Colours	Visitor Day · 12+ · every host at the door 7.15
4	22 Oct	Slay Your Ten	Focus Day: Events, Hospitality & Wellbeing
5	29 Oct	Festive Season Countdown	Round 1 closes · MC review, 40 min
6	05 Nov	Diwali Dhamaka	Visitor Day · 15+ · Diwali social nine days on
7	12 Nov	Fresh Ledger	Induction Day (3) · members see own light
8	19 Nov	Testimonial Tsunami	Focus Day: Interiors, Décor & Retail
9	26 Nov	Gratitude Day	Round 2 closes · MC review, 40 min
10	4 Dec	Goencho Saib	Fri 4 Dec, venue TBC · Round 3 opens · scorecard
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12	17 Dec	Liberation Day	Focus Day: Build & Structure · mid-term scorecard
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14	31 Dec	Vision 2027	New Year's Eve · Round 3 closes · MC review, 40 min
15	07 Jan	Fresh Start	Round 4 opens · scorecard
16	14 Jan	Kite and Til-Gul	Visitor Day · 12+
17	21 Jan	Power Team Face-Off	Focus Day: Business, Finance & Tech · league table
18	28 Jan	Tricolour Day	Round 4 closes · MC review, 40 min
19	04 Feb	Viva Carnival	MEGA VISITOR DAY · 30+ · every host, every table
20	11 Feb	Love Your Referral Partner	Induction Day (6) · CTL 95 date · scorecard
21	18 Feb	Renewal and Retention	Focus Day: Fit-Out & Exteriors
22	25 Feb	Ask Big	Round 5 closes · MC review, 40 min
23	04 Mar	Final Stretch	Round 6 opens · scorecard
24	11 Mar	Women in Business	Visitor Day · 12+ · Women in Business
25	18 Mar	Shigmo Colours	Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min
26	25 Mar	Awards and Handover	Grand final · term results

OFF THE THURSDAY · YOUR DATES	
Visitor Days	15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar
Visitor Blitz	Sat 24 Oct
Friday follow-up	Every Friday by noon, every visitor from the Thursday
Socials, nine days after a Visitor Day	14 Nov · 19 Dec · 6 Feb · 20 Mar

HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
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Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

FOUR RULES

- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
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Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
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No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
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When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

Build-Impression Team · BIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

Sits with visitors. BIT take the tables: the introductions, the questions, and the one thing a visitor says they need — which is the referral, and goes to their inviter that morning.

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Host at every table with a visitor. Sit before the visitor does.
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Introductions each visitor gets from you: the two people at the table they should know, and one across the room.
- 1 line

What the visitor needs, to their inviter, before 9.30.
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Visitors across the term. BIT are why one in four of them joins.

EVERY THURSDAY One host at every table with a visitor, from 7.40.	EVERY MONTH On Visitor Days, every BIT host has two tables.	ACROSS THE TERM The Mega Day: thirty visitors, eleven hosts, every table covered.
--	--	--

Your buddy **Dr. Michelle D'Souza** · BIT. They cover your post when you are away, and you cover theirs.

You file	Visitors at my tables	Introductions made	What each needs	Passed to inviter	Absent from the table team
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BEFORE THE FIRST MEETING, THU 1 OCT

- ☐ The 1 October tables: which visitor is at which, from the Gateway
- ☐ The three introductions rehearsed once: two at the table, one across the room
- ☐ The one-line note format agreed with Lalit Parihar: visitor, needs, inviter

BIT · RULES

Your rules

- 1A host sits at every table with a visitor, before the visitor does. Nobody is seated to an empty chair.
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- 6If you are away, Dr. Michelle D'Souza takes your tables.

VISITOR DAYS

DATE	TARGET	TABLES
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NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

On Thursday	At the tables: what each visitor does and needs, noted on the list.
By Friday evening	The Friday tab: each follow-up message sent on WhatsApp, and each answer set.
Applied or Joined	The moment you set it, the Vice President and the Application Review Coordinator see it. The 48-hour clock starts.

WHAT YOUR TICKS SET OFF

Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
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YOUR DESK

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One list for every host and every visitor of the term. Five tabs.

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Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

BIT · SCRIPTS

What to say

Sitting down7.40

"I'm [name]; I do [trade]. You're [inviter]'s guest. This is [member], who does [trade], and [member], who does [trade]."

■ Two introductions before the tea arrives.

The questionDURING THE MEETING

"What would make this morning worth your while? Who would you want to walk out having met?"

■ Listen. Then find that person across the room.

The line to the inviterBEFORE 9.30

"[Visitor] is looking for [need]. [Member] is the one to introduce."

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NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

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DecRT 5 Dec	15			
JanRT 16 Jan	26			
FebRT 6 Feb	30 · Mega			
MarRT 27 Mar	15			

WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier	President	95728 34027	Janak Dand	Vice President	93707 72731
Vyankatesh Kushwaha	Secretary / Treasurer	95524 19762	Lalit Parihar	Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul	LIT	78879 27593	Nikhil Shah	LIT	98230 10775
Mahesh Pauskar	LIT	80107 99711	Fauzia Shahid	FIT / BIT	78751 20176
Jigyasa Sharma	FIT / BIT	81461 59914	Geoffrey Chu	FIT / BIT	88550 90819
Amit Kumar Prajapati	FIT / BIT	70202 99765	Dr. Michelle D'Souza	FIT / BIT	97656 34278
Komal Shah	FIT / BIT	87885 34740	Jiya Naik	FIT / BIT	95525 70721
Arch. Bhalchandra Wagle	FIT / BIT	77097 19938	Deepak Kashyap	Applications	98211 86100

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The Elegance Times

BNI Elegance North Goa · The Visitor Host · BIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED TO

Jiya Naik

VISITOR HOST · BIT · THE GATEWAY

Fashion Designer · Interiors, Décor & Retail



150

visitors across the term, nearly six a meeting.
One in four to join.

Sit with them, ask, and pass it on

Jiya, this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
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Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

Visitor Days 15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar

THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
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Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS

TEAM	WHO	DOES
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close
FIT	Fauzia Shahid · Jigyasa Sharma · Geoffrey Chu · Amit Kumar Prajapati	The door at 7.30: the list, the badge, the first hello
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FROM	TO	WHEN
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THE NUMBERS THE GATEWAY ANSWERS FOR

150	Visitors across the term, nearly six a meeting
25%	One visitor in four joins, from one in eight
42	Members who brought no visitor last period; their first is worth forty league points

YOUR TERM

Twenty-six Thursdays

Rows marked ■ are the ones your desk works hardest. Doors 7.30, start 8.00. Meeting 10 moves off the feast day; date and venue to confirm.

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OFF THE THURSDAY · YOUR DATES

Visitor Days	15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar
Visitor Blitz	Sat 24 Oct
Friday follow-up	Every Friday by noon, every visitor from the Thursday
Socials, nine days after a Visitor Day	14 Nov · 19 Dec · 6 Feb · 20 Mar

HELP

If something is not right

Most of what goes wrong on a desk is fixed in a minute. The rest goes to the Vice President, who looks after the website.

Forgot the password	The Gateway has none. The chapter's gate is the same for every host: ask the Vice President.
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Sync refused	Tell the Vice President the same day.
A new phone	Open the Gateway on the new phone. Everything already saved to the chapter's store is there.
A number looks wrong	Numbers come from BNI Connect and the Regional Office's reports, through the Vice President. Tell him; do not retype them.
The page looks old	Reload it twice. Phones keep a copy for when there is no signal.

FOUR RULES

- 1

The Gateway's address stays among the hosts. Never forward it on the chapter group.
- 2

Do not type what fills itself: visitors, attendance and band moves come from the desks that own them.
- 3

No member's private numbers on the desk. Referrals, TYFCB and 1-2-1s stay in BNI Connect.
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When in doubt, write it on **the notes in this book** and ask.

YOUR DESK

Build-Impression Team · BIT

THE GATEWAY · LEAD VISITOR HOST LALIT PARIHAR

Sits with visitors. BIT take the tables: the introductions, the questions, and the one thing a visitor says they need — which is the referral, and goes to their inviter that morning.

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Host at every table with a visitor. Sit before the visitor does.
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Introductions each visitor gets from you: the two people at the table they should know, and one across the room.
- 1 line

What the visitor needs, to their inviter, before 9.30.
- 150

Visitors across the term. BIT are why one in four of them joins.

EVERY THURSDAY One host at every table with a visitor, from 7.40.	EVERY MONTH On Visitor Days, every BIT host has two tables.	ACROSS THE TERM The Mega Day: thirty visitors, eleven hosts, every table covered.
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You file	Visitors at my tables	Introductions made	What each needs	Passed to inviter	Absent from the table team
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BEFORE THE FIRST MEETING, THU 1 OCT

- ☐ The 1 October tables: which visitor is at which, from the Gateway
- ☐ The three introductions rehearsed once: two at the table, one across the room
- ☐ The one-line note format agreed with Lalit Parihar: visitor, needs, inviter

BIT · RULES

Your rules

- 1A host sits at every table with a visitor, before the visitor does. Nobody is seated to an empty chair.
- 2Three introductions per visitor: two at the table, one across the room. Names first, trades second.
- 3One question, always: what would make this morning worth it for you? The answer is the referral.
- 4That answer reaches the visitor's inviter, in one line, before 9.30.
- 5On Visitor Days every BIT host takes two tables. On the Mega Day, three.
- 6If you are away, Arch. Bhalchandra Wagle takes your tables.

VISITOR DAYS

DATE	TARGET	TABLES
Thu 15 Oct	12+	Two each
Thu 5 Nov	15+	Two each
Thu 14 Jan	12+	Two each
Thu 4 Feb	30+	Three each
Thu 11 Mar	12+	Two each

NOTES

YOUR WEEK

Your week on the desk

The same desk, week after week. This is the part that belongs to you.

On Thursday	At the tables: what each visitor does and needs, noted on the list.
By Friday evening	The Friday tab: each follow-up message sent on WhatsApp, and each answer set.
Applied or Joined	The moment you set it, the Vice President and the Application Review Coordinator see it. The 48-hour clock starts.

WHAT YOUR TICKS SET OFF

Came	The visitor appears on the President's Today's visitors for the 8.00 welcome, in arrival order, and on their inviter's Power Team round sheet: 15 points, 40 for a member's first-ever visitor. Nobody types the points.
Applied, Joined	Straight to the Vice President and Application Review: the 48-hour clock.
A budget	A Visitor Day that needs money goes to the Secretary / Treasurer's Approvals first.

YOUR DESK

What is on the Gateway

One list for every host and every visitor of the term. Five tabs.

The list	Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.
Thursday	Tick each visitor Came as they arrive. Someone who just walks in: <i>Add and mark as here</i> . The visitors of the day, in arrival order, appear on the President's desk by themselves.
Friday	The follow-up message for each visitor, ready to send on WhatsApp, and their answer: Coming again, Applied, Joined or Not for them .
Theme & dress	All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.
The 150	The count toward a hundred and fifty visitors this term, and one in four to join.

STATUSES, IN THE ORDER A VISITOR GOES THROUGH THEM

Invited → Confirmed → **Came** → Coming again → **Applied** → **Joined** · or Did not come, or Not for them.

BIT · SCRIPTS

What to say

Sitting down7.40

"I'm [name]; I do [trade]. You're [inviter]'s guest. This is [member], who does [trade], and [member], who does [trade]."

■ Two introductions before the tea arrives.

The questionDURING THE MEETING

"What would make this morning worth your while? Who would you want to walk out having met?"

■ Listen. Then find that person across the room.

The line to the inviterBEFORE 9.30

"[Visitor] is looking for [need]. [Member] is the one to introduce."

■ One line, to the inviter, on WhatsApp if they have moved. That is the whole job.

NOTES

Visitor register

One row a visitor, your table or your door. Inv: who invited them · Seated: with their inviter by 7.50 · Walked: to the Visitor Host table at 9.30 · Fri: called by noon Friday.

[illegible]

Opening your desk

Jiya, everything this book asks of you is kept on the Gateway, on the chapter's website. Five minutes with this page saves a phone call later.

- 1 Open bnielegance.com/desk/coordinators.html on your phone and choose **Open the Gateway**. Add it to your home screen: in Chrome, the : menu → *Add to Home screen*; on an iPhone, Share → *Add to Home Screen*.
- 2 If a small grey box asks for a username and password before anything opens, that is the chapter's gate. Use the one the Vice President gave the whole team.
- 3 The Gateway has **no password of its own**: every host works on the same list. That is why it lives behind the chapter's gate, and why nobody forwards its address on the chapter group.
- 4 It opens on **The list**. The tabs along the top are your whole job: **The list, Thursday, Friday, Theme & dress, The hundred and fifty**.

YOUR WORK IS SHARED, AND SAFE

Sync on	Every save goes to the chapter's store and reaches the Leadership Team's desks by itself. The line at the very foot of the page says Sync on · chapter store .
No signal	The function room often has none. Keep working: the foot line says how many changes are waiting, and they go when the signal returns. Do not clear the browser's data while anything is waiting.
Two at once	Two people on the same desk at the same moment is fine. Both sets of work are kept.
Show them	If the page says <i>Another desk has saved changes · Show them</i> , tap it for the newest copy.

BACK PAGE

Month by month

Write what you commit to at the start of term; fill in the rest at that month's Round Table.

MONTH	VISITORS	I COMMIT TO	ACHIEVED	GAP
Oct RT 3 Oct	24			
Nov RT 21 Nov	30			
Dec RT 5 Dec	15			
Jan RT 16 Jan	26			
Feb RT 6 Feb	30 · Mega			
Mar RT 27 Mar	15			

WHO TO CALL

LEADERSHIP TEAM

Gavin Dominic Xavier President	95728 34027	Janak Dand Vice President	93707 72731
Vyankatesh Kushwaha Secretary / Treasurer	95524 19762	Lalit Parihar Lead Visitor Host	70730 87048

HOSTING TEAM

Shawn Paul LIT	78879 27593	Nikhil Shah LIT	98230 10775
Mahesh Pauskar LIT	80107 99711	Fauzia Shahid FIT / BIT	78751 20176
Jigyasa Sharma FIT / BIT	81461 59914	Geoffrey Chu FIT / BIT	88550 90819
Amit Kumar Prajapati FIT / BIT	70202 99765	Dr. Michelle D'Souza FIT / BIT	97656 34278
Komal Shah FIT / BIT	87885 34740	Jiya Naik FIT / BIT	95525 70721
Arch. Bhalchandra Wagle FIT / BIT	77097 19938	Deepak Kashyap Applications	98211 86100

The Elegance Times · Coordinator's Dossier, October 2026 to March 2027 · Published by the Leadership Team, BNI Elegance North Goa ·
Thursdays, 7.30 for 8.00, Fortune Miramar, Panjim · Contact numbers inside: not for circulation.

The Elegance Times

BNI Elegance North Goa · The Visitor Host · BIT's dossier, October 2026 to March 2027 · Keep it all term

ISSUED
TO

Arch. Bhalchandra Wagle

VISITOR HOST · BIT · THE GATEWAY
Interior Design · Interiors, Décor & Retail



150

visitors across the term, nearly six a meeting.
One in four to join.

Sit with them, ask, and pass it on

Arch., this book holds what stays true all term: your rules, what to say, who you pass to and when. The visitor list lives on the Gateway. Bring the book on every Thursday.

VISITORS 150 this term	A MEETING 5.8 visitors	CONVERSION 12.8 → 25%
MEMBERS 81 → 95	VISITOR DAYS 5 + the Mega	DOORS 7.30 for 8.00

FROM THE LEAD VISITOR HOST · LALIT PARIHAR

A hundred and fifty visitors is the number the whole term rests on, and a visitor decides in the first ten minutes whether they will come back. That is your ten minutes. The door at 7.30, a seat with their inviter, a name read from the front, a walk to the table at 9.30, and a call on Friday by noon.

Do those five things for every visitor and the number takes care of itself.

2	How Thursday hosting runs	3	Your desk
4	Your rules	5	What to say
6	Visitor register	7	Your desk on the website
11	Twenty-six Thursdays	12	Month by month · who to call

Doors 7.30 · seated by 7.50 · walked out at 9.30 · called by Friday noon

Visitor Days 15 Oct · 5 Nov · 14 Jan · 4 Feb Mega · 11 Mar

THE GATEWAY

How Thursday hosting runs

Eleven hosts under the Lead Visitor Host. LIT take the room, FIT and BIT take the door and the tables. The same page is in every hosting book.

7.30	Doors open. Two hosts at the door with the visitor list and badges, one moving between tables. Tea is poured for a visitor before it is poured for a member.
7.50	Every visitor seated at a table with their inviter, or with a host if the inviter is late. Nobody sits alone.
8.00	The meeting starts. Visitors are welcomed by name from the front; the host who greeted them stands when their name is read.
8.40	Visitors introduce themselves: fifteen seconds, from the seat. A host sits within reach of each one.
9.30	Close. Every visitor is walked to the Visitor Host table before they leave: the invite link, the next Visitor Day, and did they enjoy it.
Friday	Every visitor called by noon. Thank you, one question, and the next date.

THE THREE TEAMS			
TEAM	WHO	DOES	
LIT	Shawn Paul · Nikhil Shah · Mahesh Pauskar	Leads in the room: seating, the welcome, the walk to the table at close	
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