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

Your buddy **Jiya Naik** · 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

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

BIT · SCRIPTS

What to say

Sitting down

7.40

> *"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 question

DURING 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 inviter

BEFORE 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

HOSTING · REGISTER

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.

DATE	VISITOR · CATEGORY	INV	☐ SEATED	☐ WALKED	☐ FRI	WANTS
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
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			☐	☐	☐	

THE WEBSITE

Opening your desk

Arch., 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 *Another desk has saved changes · Show them*, tap it for the newest copy.

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: *Add and mark as here*. 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.

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.

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 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	**Vision 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

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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