

# 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

**M**ahesh, 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.

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

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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| 2  | How Thursday hosting runs | 3  | Your desk                    |
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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. |
| 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

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

- 1

A visitor is seated by 7.50, with their inviter. An inviter who is late is found; the visitor is not left waiting.
- 2

The welcome from the front names every visitor. LIT gives the President the list, in seating order, by 7.55.
- 3

At 8.40 a host sits within reach of every visitor introducing themselves. Fifteen seconds is a long time alone.
- 4

No visitor leaves without the walk to the Visitor Host table. It takes two minutes and it is where they decide to come back.
- 5

What a visitor says they need goes to their inviter that morning, in one line. That is the referral.
- 6

If 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

## 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

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[illegible]

## THE WEBSITE

## Opening your desk

*Mahesh, 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**.

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### 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 <b>Sync on · chapter store</b> .                            |
| 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.                                                                                                 |

## YOUR DESK

# What is on the Gateway

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

|                          |                                                                                                                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The list</b>          | Every invitation, logged the day a member tells you, not on Thursday: the visitor, their business, their mobile, who invited them and which Thursday.                                           |
| <b>Thursday</b>          | Tick each visitor <b>Came</b> 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. |
| <b>Friday</b>            | The follow-up message for each visitor, ready to send on WhatsApp, and their answer: <b>Coming again, Applied, Joined</b> or <b>Not for them</b> .                                              |
| <b>Theme &amp; dress</b> | All twenty-six Thursdays: the theme, what to wear, and what to tell a visitor.                                                                                                                  |
| <b>The 150</b>           | 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.

|              |                                                                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.30 to 7.50 | Every visitor seated with their inviter.                                                                                                            |
| By 7.55      | The President's <b>Today's visitors</b> 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 <b>Today's visitors</b> 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 <b>Approvals</b> 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 | <b>Vision Day</b>                 | Baselines on screen · league announced · scorecard                                 |
| 2   | 08 Oct | <b>Know Your Power Team</b>       | Round 1 opens · captains named · Induction Day (3)                                 |
| 3   | 15 Oct | <b>Navratri Nine Colours</b>      | <b>Visitor Day · 12+ · every host at the door 7.15</b>                             |
| 4   | 22 Oct | <b>Slay Your Ten</b>              | Focus Day: Events, Hospitality & Wellbeing                                         |
| 5   | 29 Oct | <b>Festive Season Countdown</b>   | Round 1 closes · MC review, 40 min                                                 |
| 6   | 05 Nov | <b>Diwali Dhamaka</b>             | <b>Visitor Day · 15+ · Diwali social nine days on</b>                              |
| 7   | 12 Nov | <b>Fresh Ledger</b>               | Induction Day (3) · members see own light                                          |
| 8   | 19 Nov | <b>Testimonial Tsunami</b>        | Focus Day: Interiors, Décor & Retail                                               |
| 9   | 26 Nov | <b>Gratitude Day</b>              | Round 2 closes · MC review, 40 min                                                 |
| 10  | 4 Dec  | <b>Goencho Saib</b>               | Fri 4 Dec, venue TBC · Round 3 opens · scorecard                                   |
| 11  | 10 Dec | <b>Season of Giving</b>           | Induction Day (4) · youth outreach launch                                          |
| 12  | 17 Dec | <b>Liberation Day</b>             | Focus Day: Build & Structure · mid-term scorecard                                  |
| 13  | 24 Dec | <b>Christmas Exchange</b>         | Christmas Eve · attendance ×2                                                      |
| 14  | 31 Dec | <b>Vision 2027</b>                | New Year's Eve · Round 3 closes · MC review, 40 min                                |
| 15  | 07 Jan | <b>Fresh Start</b>                | Round 4 opens · scorecard                                                          |
| 16  | 14 Jan | <b>Kite and Til-Gul</b>           | <b>Visitor Day · 12+</b>                                                           |
| 17  | 21 Jan | <b>Power Team Face-Off</b>        | Focus Day: Business, Finance & Tech · league table                                 |
| 18  | 28 Jan | <b>Tricolour Day</b>              | Round 4 closes · MC review, 40 min                                                 |
| 19  | 04 Feb | <b>Viva Carnival</b>              | <b>MEGA VISITOR DAY · 30+ · every host, every table</b>                            |
| 20  | 11 Feb | <b>Love Your Referral Partner</b> | Induction Day (6) · CTL 95 date · scorecard                                        |
| 21  | 18 Feb | <b>Renewal and Retention</b>      | Focus Day: Fit-Out & Exteriors                                                     |
| 22  | 25 Feb | <b>Ask Big</b>                    | Round 5 closes · MC review, 40 min                                                 |
| 23  | 04 Mar | <b>Final Stretch</b>              | Round 6 opens · scorecard                                                          |
| 24  | 11 Mar | <b>Women in Business</b>          | <b>Visitor Day · 12+ · Women in Business</b>                                       |
| 25  | 18 Mar | <b>Shigmo Colours</b>             | Focus Day: Power Systems & Safety · Round 6 closes · member 95 · MC review, 40 min |
| 26  | 25 Mar | <b>Awards and Handover</b>        | Grand final · term results                                                         |

### OFF THE THURSDAY · YOUR DATES

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