

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.

<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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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

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

- 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, 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

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

[illegible]

THE WEBSITE

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.

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.

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.

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

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.