



Chapter Launch Checklist

Chapter Presidents & Regional Managers in-training:

Follow steps below for launching your new business referral partner team!

Boarding

Get started in 5 steps

- Watch [Intro to G7 Series](#) (10m.)
- Watch [Launch Your Chapter](#) video series (20m.)
- Save to your computer & print this checklist
- Complete [interest form](#)
- Sign up for [G7 with courtesy membership](#)

*Required before moving to next stage: **All steps above***

Runway (First 2 weeks)

Runway Training

- Schedule & participate in **Qualifying Interview + Runway training** (90m.)
- Add [G7 Open Door](#) to your calendar; attend as needed

Runway Packet

- Watch [Member Onboarding](#) training (40m.)
- Agree to [Leader Expectations](#)
- Check out resources in [Training Center](#) to lead & grow with G7:
 - **App tutorials** (New Member)
 - **Recruiting tools** (Launch Your Chapter)
 - **G7 agendas** (Prep for G7 Events)
 - **Example event content** (Grow with G7)

Additional Items for Regional Managers:

- Review & provide inputs to **RM Biz Plan** ([instructions here](#))
- Review & sign **RM Contractor Agreement & Job Description**
- Once both RM items are complete, [notify your G7 rep here](#).

*Required before moving to next stage: **All steps above***

Takeoff (Next 30 days)

Takeoff Coaching Session

- Schedule & participate in **Takeoff Coaching Session** (45m.)
- Review [Chapter Roles & Responsibilities](#)
- Determine dates, times, & location(s) for networking events, & email to your G7 rep:
 - *First month:* Info Session #1
 - *Second month:* Info Session #2 + first G7 Chapter Event / Official Launch

Recruiting

- Create a list of referral partners who would make great chapter board & member candidates. Ensure at least 2-3 people for each board position.
 - Current referral partners?** **Church small groups or bible studies?**
 - Desired new referral partners?** **LinkedIn / other social media contacts?**
- Conduct **Info Session #1** to generate interest

Takeoff (Next 30 days) - continued

Recruit 2 Chapter Leaders

- Follow up with Info Session attendees & invite into your chapter
For invitational language, use [G7 Guest Scripts](#) & [Attracting Prestigious Leaders](#)
- Recruit **2** of **5 chapter leadership roles** before first G7 chapter event (3 incl. yourself)



<input type="checkbox"/> President Drives recruitment & lead-sharing	<input type="checkbox"/> Vice President General support to President	<input type="checkbox"/> Event Director Coordinate upcoming G7 chapter events	<input type="checkbox"/> Membership Director Guest follow-up & member onboarding	<input type="checkbox"/> Prayer Director Encourage culture & habits of prayer
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- Share [Chapter Roles & Responsibilities](#) & together determine most fitting role.
- Update their roles in the G7 App under [Members & Invites](#)
- After both leaders are signed up & assigned roles, [notify your G7 rep here](#)

Train New Leaders

- For each newly recruited leader...*
- Ensure they watch [Member Onboarding](#)
 - Discuss [Leadership Expectations](#) & request their agreement
- Required before next stage & hosting first G7 event: 2 chapter leaders recruited**

Climbing (Chapter launched)

Networking Events

- Conduct **Info Session #2** to continue generating interest
- Conduct **First G7 Chapter Event** with new members
 - Note: If two leaders not recruited, this event will be converted to another info session.
 - Find agendas & tips in [Training Center](#) under "G7 Event Prep"

Recruiting

- Recruit & assign **2 remaining chapter leaders** (Then, check them off above!)
- Lead culture of bringing **1-2 guests / month** to G7 chapter events. Share [G7 Guest Scripts](#) for language in inviting referral partner guests.



Silver Rank

Hit 10 members total

Great! You're gaining momentum.



Gold Rank

Hit 15 members total

This is the minimum for a true new business referral partner team.



Platinum Rank

Hit 21-25 members total

CONGRATS! You've achieved full referral opportunities potential, & your chapter's future is rock-solid!

Training

- Ensure new members watch [Member Onboarding](#)
- With new leaders only*: Discuss [Leadership Expectations](#) & request their agreement
- Begin culture of using [Chapter Scorecard](#), especially during "Grade" of G7 events
- Promote monthly rhythm of [Member Meetups](#) throughout your chapter