



# 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.)

### 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

- ☐ Within 48 hours of Info Session, follow up with 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)



#### ☐ **President**

Drives recruitment & lead-sharing

#### ☐ **Vice President**

General support to President

#### ☐ **Event Director**

Coordinate upcoming G7 chapter events

#### ☐ **Membership Director**

Guest follow-up & member onboarding

#### ☐ **Prayer Director**

Encourage culture & habits of prayer

- ☐ 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