



Chapter Launch Checklist

Chapter Presidents & Regional Managers in-training:

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

Boarding

Get Started in 5 Steps

Go to: [Interested In Launching a Chapter](#)

- Watch the intro videos in Step 1 (10 minutes)
- Watch the process videos in Step 2 (30 minutes)
- Download & print this checklist
- Complete the [interest form](#) > G7 will get back to you for a qualifying interview
- If you haven't already done so, [sign up for G7](#) by filling out your profile

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

- Complete [Member Onboarding](#) in the New Member area of the training center
- Agree to [Leader Expectations](#) (print, sign, scan and return to your leader)
- Check out resources in [Training Center](#) to lead & grow with G7:
 - **App tutorials** (Coming Soon)
 - **Recruiting tools** (Launch Your Chapter)
 - **G7 agendas** (Prep for G7 Events)
 - **Example event content** (Grow with G7)

Additional Items for Regional Managers:

- Review & sign **RM Contractor Agreement & Job Description**
- Once completed, **notify G7 leadership at:** support@g7networking.com

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 4 Weeks: Info Sessions #1 and #2 (if needed)
 - Weeks 4 - 8: Board Formation + first G7 Chapter Event / Official Launch

Recruiting

- Create a list from your spheres of influence 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 **3** 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
- After both leaders are signed up & assigned roles, **notify G7 leadership**

Train New Leaders

For each newly recruited leader...

- Ensure they complete Member Onboarding
- Discuss [Leadership Expectations](#) & secure signed agreement

Required before next stage & hosting first "official" G7 event: 2 chapter leaders recruited

Climbing (Chapter launched)

Networking Events

- Conduct **Info Session #2** to continue generating interest
- Conduct **Board Creation & 1st Event Planning Session**
- Conduct **First G7 Chapter Event** with new members
 - 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 complete [Member Onboarding](#)
- With new leaders only:* Discuss [Leadership Expectations](#) & request their agreement
- Begin developing *Grow by Giving* culture, especially during "Grade" of G7 events
- Promote monthly rhythm of [Member Meetups](#) throughout your chapter