



One-to-One Dance Card Planner

**Get to Know Your Members and
Increase Your Referrals**

Use this One-to-One Dance Card Planner to plan and conduct your One-to-One Dance Card meetings. Keep original copies of your worksheets, ready to fax or email to the person you will meet with next. The worksheets you can use include the Member Biography Sheet, Contact Sphere Planning Worksheet, GAINS Worksheet and Last 10 Customers Worksheet.

One-to-One Dance Card Schedule

Be Systematic, Get to Know your BNI Members and Increase Your Referrals

	Date/Time	Partner	Location
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			

The **One-to-One Dance Card**, really just a way to schedule one-to-one meetings, is a great tool to use to get to know members of your chapter – outside of your regular meetings! The better rapport you have with each member, the more referrals you will both be able to give to each other. By systematically developing your relationships with each other, you will also be systematically developing your referrals in future meetings! Use the planner above to schedule your one-to-one meetings.

One-to-One Dance Card Flow Sheet / Checklist

It's as simple as scheduling one meeting a week with one of your BNI members!

1	Set Time and Date	~ Your office or theirs (preferred) ~ Their office, restaurant or coffee shop Pick a time to meet! It is better if you meet at your dance partner's office because you can learn more about their business.
2	Prepare Your Worksheets	~ Bio Sheet ~ GAINS Worksheet ~ Last 10 Customers Worksheet ~ Contact Sphere Planning Sheet Take the time to prepare your Dancecard Worksheets. The worksheets will help you share important information with your dance partner about your business and how to find referrals for you.
3	Exchange Information Before the Meeting	Fax or email your four worksheets (above) to your dancecard partner before your meeting. If you are meeting with many members of your chapter, keep the originals handy, and fax or email them to the next person on your list a week ahead of time.
4	Bring Worksheets to One-to-One Dancecard	Bring the same materials to your one-to-one meeting that you faxed or emailed earlier. You can also bring other materials that will help you help each other. For example, you can bring testimonials from your customers, or your business card holder to share if appropriate.
5	Meet with your Dancecard Partner	Meet with your dance partner and learn as much as possible about how to find referrals for them. Use the worksheets as a way to get started.
6	Commit and Agree on Goals	~ One short-term referral ~ One long-term referral ~ Invite prospects from your dance partner's "Contact Sphere Top 3" ~ Meet again Make a commitment to help your dance partner with referrals, both short-term and long-term. At the same time, invite prospective BNI members from their "Top 3" list to help them build their network through BNI and their Contact Sphere. If you meet at someone's office, plan to meet at the other person's office next time.
7	Record the Dancecard on the BNI website	Check with your Chapter's preferences – either the VP enters dancecards in the weekly PALMS entries, or if members do the entries themselves, update the website to record the dancecard.

BNI Member Biography Sheet

Date:	
Your Name (speaker):	Yve Lavine

BUSINESS INFORMATION		
Business Name:	Yve Lavine Photography	
Profession:	Portrait and Event Photographer	
Location:	Randwick	Years in Business: 9
Previous Types of Employment/Jobs:	Youth and community education, working in drugs and sexual health education with young people and others working with young people. Outreach work and training. I still teach	

PERSONAL INFORMATION		
Spouse/Partner:	Children:	Pets:
N/A	None	None
Hobbies:	Activities of Interest:	Other:
Travel	Acting, swimming, reading, music	Doco's about the world, sci-fi movies

OTHER INFORMATION	
My burning desire is to:	Fly in to outer space
Something no one would know about me:	I'd like to be a time traveller, photography is as close to it I can get :)
My key to success:	Show up, work hard, don't give up. Be grateful

This form is downloadable from the website – Members Section / Resources / Downloads

BNI GAINS Worksheet

Goals

Goals are the business or personal objectives you want or need to meet for yourself or the people who are important to you. You need to define your goals and have a clear picture of the other person's goals. The best way to build a relationship with someone is to help them achieve their goals!

Goals:

- To have a small team of photographers for corporate event and portrait work
- To concentrate on one to one job where the relationship and imagery is important – portrait projects without extreme budget restrictions
- Create one off portraits that tell the story of the sitter

Accomplishments

People like to talk about the things they are proud of. Remember, some of your best insights into others comes from knowing what goals they have already achieved. Your knowledge, skills, experiences and values can be surmised from your achievements. Be ready to share your accomplishments with the people you meet.

Accomplishments:

Recent;

- Solo exhibition extended by gallery management due to popular demand
- Exhibiting as a Head On photographer in 2014
- I have had a very successful career as a youth and community worker
- I have used art and photography in many project in my past career as a youth worker
- I wrote a training manual for an anti-homophobia project
- I am a qualified trainer and now also teach photography
- I have been published in Australia and overseas
- I gained a silver award for wedding photography from Masters Of Photography (2007)
- Competitions and exhibitions include Trampoline (ACMP 2005) Saachi & Saachi, Drysdale, Australian Photography. The EDP Norfolk (UK), Strange Light (Mag)

Interests

Your interests can help you connect with others. Interests are things like playing sports, reading books and listening to music. People like to spend time with those who share their interests. When you and your network source share the same interests, it will strengthen your relationship.

Interests:

- Reading
- Travel – I have travel mostly solo through South East Asia, Australia, Mexico, Israel and a little of Europe
- I love all arts
- I have done a series of acting classes and performances

N etworks You have many networks, both formal and informal. A network can be an organisation, institution, company or individual you associate with.	Networks: • I have regular contact with a range of other photographers and web developers • Community college • General networks – friends from a range of backgrounds • Occasional business network groups time permitting • Rotary
S kills The more you know about the talents and abilities of the people in your network, the better equipped you are to find (and refer!) competent affordable products and services when the need arises. And when you're trying to roundup business opportunities, the more people know about your skills, the better your chances!	Skills: • Good communicator • Planning • Artistic • Creative • Reliable

How well do you know the people you want to include in your network? Chances are you have a little homework to do. Spend more time with the people you already know and concentrate on learning these five essentials – their goals, accomplishments, interests, networks, and skills. Make sure you give back the same kind of information. The more they know about you, the faster your name will come to mind when an opportunity arises in which your products, services, knowledge, skills or experience might play a part.

Contact Sphere Planning Worksheet

Contact Sphere		Contact Sphere Top 3! What 3 professions would help you round out your contact sphere (write them down in the space below) • Corporate event planners • Marketing specialists • Event suppliers • Corporate business suppliers
1	Event service providers	
2	Office workers -range of service	
3	Education suppliers	
4	Charity workers	
5	Health care professionals	
6	Rotary	

7	Marketing		
8	professional photographers and other creatives		
9	Older Women's Network		
10	Zonta (International charitable organisation)		Make a commitment to your dance partner to help fill their Contact Sphere by inviting people to BNI that are in their "Top 3!"

Contact spheres are made up of business or professions that naturally provide a source of referrals for one another. They are somewhat related but non-competitive businesses. Businesses in the same Contact Sphere have a symbiotic relationship in that they support and enhance one another.

Last 10 Customers Worksheet

Last 10 Customers	Notes on Customers
	☒ Where did they come from? What did you do for them?
1 Family Planning NSW	Are these average clients?
2 Keystone Building Solutions	<i>Make notes in the space below about your last 10 customers.</i> Returning clients Referral from Linked in contact Friends Google BNI Past employment
3 Smith & Sons	
4 Commercial Food Company	
5 Legal firm	
	Notes on Referrals
	What are other referral sources?
	What are good referrals?
6 Health foundation	What are bad referrals?
	<i>Make notes in the space below about referrals.</i> • <i>positive people</i> • <i>know what they want and have a brief or idea of the project</i> • <i>pay on time</i> • <i>book with ease</i> • <i>have budget</i> • <i>open to ideas</i>
7 Academic professional	
8 Marketing company	
9 Executive office space	
10 Copy writer	

List your last 10 customers. Think about how you can increase the referrals you receive by helping your dance partner understand how to find you more customers like these! Were these customers in a certain kind of business or market? Were these customers in a specific position that you are targeting? Are there other specific companies that you are targeting that are similar to these?

Note: Some professions have confidentiality requirements; if you are in one of these professions you can describe the “qualities” or “characteristics” that make your best customers your best customers.