

LET US HELP YOU HOST  
YOUR NEXT LIFEPHARM

# HEALTHY AGING PARTY!

We encourage LifePharm Business Builders to host meetings and events to share the LifePharm Products and Opportunity. If you plan to host a meeting or event in your local area, here's how LifePharm can support you.



## HOW IT WORKS

When you schedule a meeting or event in your local area that has 25 or more IBOs/Guests in attendance, LifePharm will:

- Send one LifePharm Home Office Executive Team Member to speak (based on scheduling and availability)
- Provide one box of each LifePharm Product for display and to raffle off at the event
- Reimburse up to \$200 for room rental

## WHAT YOU NEED TO DO

To take advantage of the benefits listed above for your meeting, plan ahead and do the following:

### PRE-EVENT

- For events in the United States, email [EventsNA@LifePharm.com](mailto:EventsNA@LifePharm.com) at least one month prior to the event date to check for speaker availability and confirm your date.
- Once you have confirmed your meeting/event date with the LifePharm Events Team, post your event on the corporate LifePharm Event Calendar in the Virtual Office at least one month prior to your meeting.
- Secure and pay for the meeting space
- Promote your event!

### POST-EVENT

- Within 10 business days after your event, email [EventsNA@LifePharm.com](mailto:EventsNA@LifePharm.com) with:
- The event sign-in sheet with all attendee and guest signatures
- Pictures of the event for Facebook posts and LifePharm Newsletter shout-outs
- Receipt(s) for your room/space rental (LifePharm will reimburse up to \$200 for room and space rentals upon receiving required documentation within 10 business days of the conclusion of the event.)

### TERMS AND CONDITIONS

- For events in the United States, the IBO must notify the LifePharm Events Team of the date, time, location and expected attendance of the event at least one full month prior to the event date.
- For events outside of the United States, the event must be scheduled and LifePharm Corporate must be contacted at least three months in advance.
- IBO must schedule and post the event on the LifePharm Calendar in the Virtual Office at least one month prior to event.
- IBO must use the online registration tool in the LifePharm Virtual Office to gather and accept registrations.
- The event must be strictly about the LifePharm Products and/or Opportunity and cannot be combined with any other products, opportunity or company.
- Costs incurred for room/space for guest speakers, refreshments and other materials are the responsibility of the IBO hosting the event.
- The IBO who hosts the event may ONLY charge a registration fee that helps cover the cost of holding the event and is prohibited from charging any amount that generates a profit for the host. Profit from the event can only come in the form of product sales and new sponsorships.

# HOSTING A

## LIFEPHARM IBO EVENT

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We encourage LifePharm Leaders to host events that help build your independent business and share the Product and Opportunity. If you want to host an event with support from the LifePharm Home Office, including having an LifePharm Executive Team Member fly out and speak, here is a checklist of items we need from you:

### BEFORE THE EVENT

- You must be a Premier IBO at Silver Director rank or above, active and in good standing with LifePharm.
- For events in the United States, email [EventsNA@LifePharm.com](mailto:EventsNA@LifePharm.com) at least one month prior to the event date to check for speaker availability and confirm your date.
- Post your event on the LifePharm Calendar in the Virtual Office at least one month prior to the event date.
- Gather at least 25 confirmed registrations.
- Secure and provide room space for the event.
- Provide refreshments, signage and any other displays (Optional).
- Promote the event to team members, friends and prospects.

### AFTER THE EVENT (WITHIN 10 BUSINESS DAYS)

Please email [EventsNA@LifePharm.com](mailto:EventsNA@LifePharm.com) with all the required documents below:

- A sign-in sheet with a list of event attendees to LifePharm Corporate
- Pictures from the event to the LifePharm Events Team.
- Receipt(s) for your room/space rental (LifePharm will reimburse up to \$200 for room and space rentals upon receiving required documentation within 10 business days of the conclusion of the event.)

