

Best Practices for Canceling a Sales Event

If you cancel the event...	You should...
Within 48 hours of its originally scheduled date and time for any reason (including zero attendance)	<p>Submit the event cancellation to all carriers involved or your upline</p> <p>Let the venue know</p> <p>Be present, or have a plan representative present, on site at the original start time to let potential attendees know about the cancellation and provide them with plan information (unless the cancellation is due to inclement weather)</p> <p>Remain, or have the plan representative remain, on site at least 15 minutes after the original start time</p>
At least 48 hours in advance of its originally scheduled date and time	<p>Submit the event cancellation to all carriers involved or your upline</p> <p>Let the venue know</p> <p>Tell potential attendees about the canceled event the same way you let them know about it (If you cannot, you must provide proof substantiating that to all carriers involved)</p>