

Party Planning Checklist

Initial Host Coaching

- Set the DATE AND TIME!!!
- Present a Host Packet soon after she schedules her party.
- Review the Host Packet contents.
 - 1) 2 – 3 Catalogs
 - 2) 2 – 3 Sale Flyers
 - 3) Other Sales Handouts
 - 4) 5 order forms
 - 5) Opportunity Brochure
 - 6) Top Ten Half Off
 - 7) Host Gift Sheet
- Explain the importance of inviting 21 guests. (Only 25% will even call you!)
- Ask her to list items she would like to receive free or at a 50% discount
- Set a date and time for your first Host Coaching call
- Remind her to send you the Guest List ASAP (48 hours).
- Suggest she would make a great consultant and ask if she has given it more thought or has any additional questions.
- Send Thank you note within 24 hours.

1st Follow-Up Contact

- Build her confidence with praise and encouragement.
- Ask about her Wish List and total the value.
- Set a party sales goal.
- Ask about her 'Collecting Buddies'. Determine how many outside orders she would like to collect.
- Discuss the importance of personally inviting her guests either by phone or in person.
- Work with her to get a dating before the party.
- Help her think of additional people to add to her list.
- Set a date and time for your next Host Coaching call.

2nd Follow-Up Contact

- Build her excitement by sharing your plans for the party.
- Review progress on her invitation calls.
- Share with her that you have mailed out the reminder notices
- Review progress on 'collecting buddies' and her outside orders.

Final Host Coaching – day/night before the Party

- Ask about the confirmed guests.
- Remind her to personally make guest reminder calls.
- Remind her to keep refreshments simple.
- Verify your arrival time and directions to her party location.

AFTER THE PARTY

- Send Thank you note!
- Call to confirm host received everything.
- Schedule Anniversary party and/or follow-up with Host.