

# Party Planner

## Host Information

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Name:

Type of Party:

Address:

Lead Source:

Future Hosts from Party:

Phone Number:

Email Address:

## To-Do's

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- Dated
- Called
- Verified address
- Sent flyers
- Called to confirm
- Party held
- Orders received
- Orders placed
- Product received
- Product delivered

## The Numbers

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	Date of Party
	How Many Guests?
	How Many Orders?
	Date Order Placed
	Date Order Received
	Date Order Delivered
	Host Earnings
	Total Retail of Party