



# *parties*

Life might not be the party we hoped for,  
but while we are here we might as well dance!

-Anonymous



# Host Connections

Host Name	Party Date(s) & Time	Host Packet Sent	Initial Coaching Session	Set up FB Event	Pre-party Follow up #1	Schedule FB Event Posts	Pre-party Follow up #2	Pre-party Follow up #3	Party Close up with Host	Party Order Submitted /Confirm	Orders Delivered Follow up	After Party Follow up / Thank Host

# Booking Calendar

Month: \_\_\_\_\_



Notes:

Month: \_\_\_\_\_



Notes:



# Theme party planner

Theme/Name: \_\_\_\_\_

Products to Feature / Display:

Theme Specials / Bundles:

Decorations / Supplies Needed:

Games to Play:

Images to Create:

Videos to Create:

**Party Outline/Flow:**

Welcome / Introductions / Icebreaker Game:

Product Demo:

Host Booking Demo:

Recruiting Demo:

Wrap Up:

Other:

# Party Planner

Party Day & Date: \_\_\_\_\_ Time: \_\_\_\_\_ Type: •Home •Catalog •Online

Host Name: \_\_\_\_\_ Pref. Contact: •Phone •Email •Text •FB

Phone #: C: \_\_\_\_\_ H: \_\_\_\_\_ W: \_\_\_\_\_ Time Zone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Host Coaching Checklist

### First 72 Hours After Booking:

- Deliver or Mail Packet
- Explain Party Success Tips & Host Rewards
- Discuss Party Theme & Refreshments
- Mail Thank You for Dating Postcard

### 2-3 Weeks Before the Party:

- Confirm Party Details
- Confirm / Remind about Guest List
- Send Save the Date Postcards or Emails
- Set up Online Party Link / Facebook Event

### Week of the Party:

- Touch base with Host 7 Days Before
- Touch base with Host 2 Days Before

### After the Party:

- Send Thank You Card Day after the Party
- Close Out Day: \_\_\_\_\_
- Confirm Order Placed & Remind of est. delivery
- Contact when order ships / Sched. delivery
- Add Guests to Customer & Newsletter List
- Follow up 3 Days after Delivery with Host
- Follow up with Guests 1 Week After

Notes:

## Party Summary

### Party Totals:

Retail Party Sales: \_\_\_\_\_  
Total with Tax/Shipping: \_\_\_\_\_  
Host Credits Earned: \_\_\_\_\_  
# of Guests / # of Orders: \_\_\_\_\_ / \_\_\_\_\_  
Expenses: \_\_\_\_\_ Profit: \_\_\_\_\_

### Bookings & Party Leads:

Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_

### Recruits & Recruit Leads:

Name: \_\_\_\_\_ Joined: \_\_\_\_\_  
Name: \_\_\_\_\_ Joined: \_\_\_\_\_  
Name: \_\_\_\_\_ Joined: \_\_\_\_\_  
Name: \_\_\_\_\_ Joined: \_\_\_\_\_  
Name: \_\_\_\_\_ Joined: \_\_\_\_\_

# Guests

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

## Prizes to Send:

Name: \_\_\_\_\_ Prize: \_\_\_\_\_

Name: \_\_\_\_\_ Prize: \_\_\_\_\_

Name: \_\_\_\_\_ Prize: \_\_\_\_\_

Name: \_\_\_\_\_ Prize: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ Newsletter \_\_\_ Party \_\_\_ Biz. Opp. \_\_\_ Fundraiser

Notes: \_\_\_\_\_

## Follow Up

\_\_\_ Follow up with Interested Leads ASAP

\_\_\_ Add New Contacts to Newsletter List

\_\_\_ Send Thank You Notes or Email

\_\_\_ Add New Contacts to Customer List & Wish List

# Party Close Out

Host: \_\_\_\_\_ Party Date: \_\_\_\_\_

## Website Orders

Customer Name	Order Retail	Shipping	Sales Tax	Total \$ Due	Paid		
<b>TOTAL WEBSITE ORDERS</b>							

## Outside Orders

Customer Name	Order Retail	Shipping	Sales Tax	Total \$ Due	Payment Method	Paid to Host	Paid CC or to Me
<b>TOTAL OUTSIDE ORDERS</b>							

## At the Party Orders

Customer Name	Order Retail	Shipping	Sales Tax	Total \$ Due	Payment Method	Paid to Host	Paid CC or to Me
<b>TOTAL AT THE PARTY ORDERS</b>							

## Totals

<b>Party Retail</b>	<b>\$</b>	<b>\$ Due from Cust.</b>	<b>\$</b>	<b>\$ Due from Host</b>	<b>\$</b>
Online Orders		Cash		Outside Orders	
Outside Orders		Checks		Checks pd to host	
Party Orders		Credit Cards		Host Order	
<b>TOTAL Retail:</b>		<b>Total Customer \$:</b>		<b>Total \$ Host Owes:</b>	



# Online party planner

Start Day/Date: \_\_\_\_\_ End Day/Date: \_\_\_\_\_ Live Party Day/Time: \_\_\_\_\_

Host Name: \_\_\_\_\_ Pref. Contact: •Phone •Email •Text •FB

Phone #: C: \_\_\_\_\_ H: \_\_\_\_\_ W: \_\_\_\_\_ Time Zone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Party Planning

### First 72 hours after booking:

- Email Packet / \_\_\_\_\_ Mail Packet & Catalogs
- Host Coaching Session \_\_\_\_\_ @ \_\_\_\_\_
- Mail Thank You for Dating Postcard
- Follow up weekly to confirm & touch base

### Day before party:

- Set up online shopping link
- Set up Facebook Event, Header + Welcome Posts
- Invite Host to the FB Event

### Kick off day:

- Post RSVP Drawing Image / Post
- Welcome Guests + Reminders

### Leading up the live party:

- Daily Posts Scheduled / Planned
- Check Daily for ?'s & comments + Post Thanks

### Live party day:

- Reminder Posts Scheduled
- Live Party & After Posts Scheduled
- FB Live / Live Game

### Close out day:

- Reminder Posts Scheduled

### After the party:

- Add Guests to Customer & Newsletter List
- Follow up 3 Days after Delivery with Host
- Follow up with Guests 1 Week After

## Party Summary

### Party totals:

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Total with Tax/Shipping: \_\_\_\_\_

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# of Guests / # of Orders: \_\_\_\_\_ / \_\_\_\_\_

Expenses: \_\_\_\_\_ Profit: \_\_\_\_\_

### Bookings & party leads:

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Type: \_\_\_\_\_ Held: \_\_\_\_\_

### Recruits & recruit leads

Name: \_\_\_\_\_ Joined: \_\_\_\_\_

Name: \_\_\_\_\_ Joined: \_\_\_\_\_

Name: \_\_\_\_\_ Joined: \_\_\_\_\_

Name: \_\_\_\_\_ Joined: \_\_\_\_\_

Name: \_\_\_\_\_ Joined: \_\_\_\_\_

## Notes: