

PURE ROMANCE

PARTY CHECKLIST

USE THIS AS YOU GO THROUGH THE PARTY PLANNING PROCESS

3 WEEKS PRIOR

- A Party Booking**
 - Give Hostess Packet
 - Schedule first call to hold within 48 - 72 hours of booking party
 - Enter into My Parties on the COO
- First Call**
 - Confirm party date and start time
 - Discuss Party Kickoff form
 - Explain hostess benefits
 - 10% of party sales in free product
 - Free hostess gift for parties over \$250
 - Determine Invitations - Paper, digital or both
 - Explain party rules
 - Private shopping room
 - Guests are women 18+, no men, no children
- Other**
 - Create Facebook event
 - Send party details email or text after call

2 WEEKS PRIOR

- Connect with hostess**
 - Check on attendance - encourage guests to bring friends!
 - Remind of party details
 - Encourage Outside Orders
 - Get Wish Lists
- Connect with guests**

WEEK OF PARTY

- Connect with hostess**
 - Check on Attendance - encourage guests to bring friends!
 - Remind of party rules and details
 - Encourage Outside Orders
 - Get Wish Lists
- Connect with guests**

AFTER PARTY

- Send hostess thank you cards and message**
- Send purchasing guests thank you cards and message**
- Ship or deliver backorders**
- Follow up with booking and opportunity leads**