

HOST: _____ PARTY DETAILS: FACEBOOK
 PREVIOUS HOST: _____ DATE: _____ TIME: _____
 EMAIL: _____ TOTAL SALES: _____
 PHONE: _____
 ADDRESS: _____ NEXT PARTY SCHEDULED FOR: _____

PRE-PARTY TO-DOS:	
Send (FB) Friends Request	
Confirm Party Date and Time/Time Zone	
Send Hostess Packet	
Set Up Event Page (Do Not Invite Host Yet)	
Set Up eShow	
Invite Host to Event Page/Make Host	
Send Hostess Coaching Video #1 -Provide Invite Verbiage	
Send Hostess Coaching Video #2	
Schedule Party Posts	

HOSTESS COACHING	
1) Find 10 VIP Guests/Send Save the Date	
2) Confirm/Receive Hostess Packet	
3) Discuss How to Invite...	
4) Send Invites (Verbiage Provided-50 max)	
5) Go over Hostess Benefits/Incentives -Hostess creates Wish List	
6) "Try on my shoes..."	
7) Remind Hostess of her Role (tagging)	
8) RSVP Follow-Up	
9) Party Day Reminders (Provide Verbiage)	
10) Ready for Party Message	

PARTY NOTES:	
PRIZE WINNERS	
RSVP:	
ON TIME:	
GRAND PRIZE:	
BOOKINGS	
RECRUITS	

FB Parties can come together in as few as 3-4 days OR if the timeline allows, you can stretch the Pre-Party Posts over a 6-8 day period.	DATE: _____	DATE: _____
	Pre-Party Post #10	Pre-Party Post #8
	Pre-Party Post #9	Pre-Party Post #7

DATE:	DATE:	DATE:	PARTY DAY!	DATE:	DAY AFTER	DATE:
			Pre-Party Post #2			
			Pre-Party Post #1			
Pre-Party Post #6	Pre-Party Post #4	PARTY TIME!		Post-Party Post #1	Post-Party Post #3	
Pre-Party Post #5	Pre-Party Post #3			Post-Party Post #2	Post-Party Post #4	

POST-PARTY TO-DOS:	
-Announce Winners	-Identify Potential Winners
-Personally Thank each Customer	-Mail Prize(s) to Winners
-Collect Hostess' Wish List	-Close out Party in OP
-Follow Up with Hostess (Shoes fit?)	-Schedule Next Party

POST-PARTY POSTS:	
1. 'Morning After' Video	
2. Thank You – CUSTOMERS	
3. Host a Party?	
4. Last Call for Orders	