

Hosted Event CHECKLIST

NAME _____ SHOW ID# _____ SHOW DATE & TIME _____

PARTY EXPERIENCE: (circle one) Skin Care / Anti-Aging / Makeup / Body Care THEME _____

ADDRESS _____

PHONE _____ EMAIL _____ 90 DAYS END ____/____

WHEN TO DO	WHAT TO DO
When the Show date is set:	<input type="checkbox"/> Review the <i>How to be an AMAZING Host!</i> and/or <i>Host Challenge with Wish List</i> . <input type="checkbox"/> Encourage host to invite everyone personally – by phone or in person is best. <input type="checkbox"/> Set a date for a “Wish List Call” with host.
Soon after the Show is booked:	<input type="checkbox"/> Send a “thank you” to host. <input type="checkbox"/> Text a “Save the Date” and/or invitation image that host can send. <input type="checkbox"/> Send the direct shopping link to host. <input type="checkbox"/> Send Facebook Friend Request. <input type="checkbox"/> Set up a Facebook Event to begin interacting with invited guests. Be sure to include the shopping link.
If you are collecting a guest list and will send invitations and/or reminders:	<input type="checkbox"/> Determine date to receive guest list - DATE _____ <input type="checkbox"/> Thank host for sending guest list. <input type="checkbox"/> Determine with host the best way and best day to send invitations and/or reminders. (There are lots of options in the Media Gallery.) <input type="checkbox"/> Send invitations - DATE _____ <input type="checkbox"/> Let host know that the invitations have been sent.
2–3 days before the Show:	<input type="checkbox"/> Send host a reminder and encourage them to make reminder calls or send texts to guests planning to attend. Suggest they ask guests to bring a friend or two. <input type="checkbox"/> Ask host if they have decided on a designated “checkout” area. <input type="checkbox"/> Talk with host about the L'BRI opportunity.
At the end of the Show:	<input type="checkbox"/> Recap the <i>Host Rewards</i> with host so they know how to increase their Rewards. <input type="checkbox"/> Offer the L'BRI income opportunity again. <input type="checkbox"/> Encourage host to pick a date for a different Party experience – Skin Care/ Anti-Aging/Makeup/Body Care – and get a \$75 Booking Credit. <input type="checkbox"/> Decide together when the Show will be closed - DATE _____ (within 7–10 days is recommended.)
A few days after the Show closes:	<input type="checkbox"/> Follow up to determine final Host Rewards. <input type="checkbox"/> Thank host again.