

PARTY PLAN 3-2-1 TELEPHONE CHECKLIST

HOSTESS NAME: PARTY DATE:

ORIGIN OF BOOKING: PARTY PACK POSTED:

YOUR GOAL - 10 ATTENDING + BUYING MIN SALES OF £300 (€465) + 2 BOOKINGS

Questions For Your Hostess & Points To Cover With Her	3 WEEKS	2 WEEKS	1 WEEK
Have you received your Party Pack?			
Have you or your Guests held/attended a Party before?			
Are all your Guests aware that payment is preferred on the night by credit/debit card or cash? Cash on delivery may also be available.			
Have you made a Guest list? How many are coming? (Ask her to aim for 20+. Mention the Hostess Treasure Hunt Game & Bring a Friend)			
Have you completed your Wish List yet?			
Do you need any more invitations?			
Are there any particular lines that you would like to see?			
Is it a special occasion? (E.g. Hen/Birthday Party)?			
Explain Hostess Gift (i.e. does she like it, or would she prefer the alternative of 1 item @ 40% off).			
Explain Bingo (10 Guests attending) Item at 30% + Diamond Ring Draw.			
Explain outside orders - free gift for £100 (€155) (use Catalogue sent with pack).			
Remind her of the Raffle.			
Ask for any directions in order for you to find the Party.			
Remind her of any special Promotions that may be running this week.			
Final Confirmation On The Night Before			
Who does she think will book a Party on the night?			
Are there any Guests <u>not</u> attending who may want to book a Party? (Name and contact details)			

1ST BOOKING LEAD

2ST BOOKING LEAD

3RD BOOKING LEAD

COMMENTS/NOTES (include any special requests, preferences for games etc)

DID YOU ACHIEVE YOUR GOAL? TOTAL PARTY SALES NO OF BOOKINGS

EARNINGS @ 23% RAFFLE

