Party Planning-What to Bring Checklist

Proper Planning Prevents Poor Performance ☺

□ Roll Up Bags (One for each guest if you have inventory to supply)

□Starter kit filled with clean mirrors, washcloths and trays

□ Roll-up Bag Sheets printed and pasted in the back of the beauty books

□Opinion Polls Printed

Demos:

□ Foundations (all the mineral and liquid if supplied in inventory)

□Dash Out the Door (9 creamy eye colors and beach bronze gloss) and Bronzer Compact with (desert sun and canyon gold)

□Eye Applicators

□Demo Brush Set

□Microdermabrasion

□Satin Hands

□Head Bands

□Raffle Tickets

□Satin Lips

□Timewise Repair Set

□Full Size of Concealers

□Eye Firming Cream or repair eye cream

□Foundation Primer

For Closing Area

□Calculator

□Change-$15

□Sales Tickets

□ 15 Team Building Packets-Have these in a tote in the trunk of your car at all times

□Two Pocket plastic folder with all your copies from www.erinsdreamteam.com

□MK Booking Bucks (copy)

□Holiday Wish Lists (seasonal Sept-Dec) (copy)

□Profile Cards

□Plus 2-3 Door Prizes in gift bags. 1-2 from Raffle Ticket Drawings and 1 for ponder pink. Example: gloss or satin lips for one and a Body Care Products or Generic Glamour for the others wrapped cute.

Look Sharp, be on time, Be Professional

Talk to the hostess before the Party and Kitchen Coach--Who is coming today that would like to do what I do? Would you in your wildest imagination consider doing what I do? Watch what I do today and see if I do anything that you couldn’t do?

Establish where you will do private closings...You need Money Bag, Date Book, Bonus Cards, Team Building Packets

Do not give out beauty books or look books....only in bag to go home

This drives down sales

Set up trays with skin care, lip gloss and foundation primer

Place Full Size satin hands at sink

Follow your beauty book and script. You can get laminated holders from www.my girlfriendshouse.com $14

**Consistancy is the KEY!!! If I do the things I ought to do when I ought to do them, then someday I can do the things I want to do when I want to do them.**