Party CHECKLIST

PLAN. PREPARE. INSPIRE. MAKE A DIFFERENCE.

PREPARING THE PARTY

BEFORE THE PARTY

Get organized for a successful party.

- ◯ **Confirm the party with your host**
  - Date, time, location
  - Number of guests
- ◯ **Prepare your host**
  See: JP Start Guide / HOST PREPARATION
  - Clarify guest list
  - Talk about needs & expectations
  - Explain the gift system
- ◯ **Choose your party theme**
  See: JP Start Guide / THEME PARTIES
  - Focus on ONE topic
  - Keep it simple
  - Prepare matching products
- ◯ **Plan your calendar**
  - Have follow-up dates ready
  - Be prepared to book new parties
- ◯ **Set your goal for the party**
  - Sales goal
  - Number of bookings
  - Conversations



WHAT TO BRING

Be ready and feel confident.

PRODUCTS

- ◯ All products for your selected theme
- ◯ Clean & ready-to-use products
- ◯ Backup products (just in case)

DOCUMENTS & MATERIALS

- ◯ Order forms / invoice book
- ◯ Booking confirmations
- ◯ Product sheets (if needed)
- ◯ Offer flyer
- ◯ Gift flyer
- ◯ Step plan / income overview

TOOLS & EQUIPMENT

- ◯ Spray bottles
- ◯ Buckets / water system
- ◯ Cleaning tools (brushes, etc.)
- ◯ Towels / microfiber cloths

GIFT SYSTEM

- ◯ Guest gifts
- ◯ Booking gifts
- ◯ Success / host gifts

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DURING & AFTER THE PARTY

DURING THE PARTY

Create an amazing experience.

- ◯ Create a relaxed and positive atmosphere
- ◯ Show real problems → then simple solutions
- ◯ Let guests try the products
- ◯ Talk about booking a party
- ◯ Explain booking gifts
- ◯ Ask for next appointments
- ◯ Keep it simple
- ◯ Focus on helping – not selling



AFTER THE PARTY

Follow up and build momentum.

- ◯ Collect all orders
- ◯ Confirm new bookings
- ◯ Thank your host
- ◯ Review your results
  See: JP Start Guide / SUCCESS NOTES
- ◯ **Plan your next steps**
  - Follow-ups
  - Next parties
  - New contacts



2 WEEKS AFTER THE PARTY

Stay connected with your customers.

- ◯ **Follow up with your customers**
  → Contact every customer about 2 weeks after they received their order
  - Ask if everything works well
  - Offer support if needed
  - Answer questions
- ◯ **You are NOT calling to sell**
  This creates:
  - trust
  - strong relationships
  - a lasting positive impression



FINAL MESSAGE

Preparation creates confidence.

Confidence creates results.

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