

Host Checklist for FB parties

Host _____ Party Date/Time _____

Shipping Address: _____

Phone _____ Dated From _____ Close out date _____ Total Sales _____

Dating _____ Phone _____ Date _____ Held _____

Recruit Leads _____

_____ 1) Set party date. Friend request your host. Send host gift sheet and the “How to have a successful facebook party sheet”.

_____ 2) Create TupperConnect Link. DO NOT POST IN PARTY YET

_____ 3) Create Facebook Group.

- Name it specifically. Mary’s 1 hour Tupperware facebook party Saturday, April 4th 8pm
- Create three albums: Host offers, Catalog items, This month’s sale items.
- Put in description from **step by step sheet**
- Add your host after you’ve completed this. Make her a co-host

_____ 4) Host Message #1:

Hi Marie! Your online Tupperware party is all set up! Please join the group. Here is the link:

<https://www.facebook.com/groups/>

You can start adding your guests now. The ideal number to invite is 40-50 to have at least 25 guests in the party.

Over inviting is very important to the success of your party. Here is what you will do to add guests: click on the blue + sign and invite your friends. However, due to Facebook rules, adding them this way does NOT include them in your party!

They will need to accept your invitation. Here’s the MOST IMPORTANT step: Send every person you invite a **PERSONAL MESSAGE**. I will send you some word choices so you can copy and paste it.

_____ 5) Host Message #2 The script to invite: (right after Message 1)

Hi _____ I am hosting a quick 1 hour Tupperware FB party on _____ at ___pm and I would love for you to be my guest. There will be lots of games to win. The **Party Hour** is from ___pm on _____ but the pre party games will start soon. It’s all online—you don’t need to leave your house or change out of your pjs! There are some awesome sales on now—perfect for all your food storage and meal prep needs. I hope you can join us for some fun! Please let me know if you will be a part of my party! PS-click on this link to be added to the party <https://www.facebook.com/groups/>

_____ 6) Schedule all Pre-Party Posts using Facebook Scheduler. Follow the step by step sheet

_____ 7) Host Message #3

Hi Marie! Thank you again for hosting an online party. Your pre party games started today!! Your party has ___ guests so far! Our goal is 25-35 guests, so please keep inviting people to join your party. Remember, the best way to invite is with the personal message I sent you. Feel free to text it to those that don’t get on facebook often. If you would do a Facebook status post, this would help make a big difference to your party success. I’ll take care of everything else!

_____ 8) Live #1 (Day preparty posts start)

Go Live in the party to introduce yourself and explain how the party will work. 3 parts to the party.

Pt 1: Pre party posts. Pt 2: Party time fun and game. Pt 3: Ordering process. Follow the step by step sheet.

_____ 9) Comment and Like on guest’s comments in the days leading up to the party.

_____ 10) Host Message #4

Good morning! It’s party day!!! Here’s 3 quick things you can do to make a last minute difference. 1) If there’s anyone you haven’t heard from, you may want to send them a quick message. Also message everyone who is in the party already and remind them the party is TONIGHT! Make a facebook post and let everyone know that you’re having a 1-hour online Tupperware party tonight and if they would like to join, they are welcome. There are always people we don’t think of to invite who would like to attend or even just place an order! I’ll “see” you tonight. Thank you again!

_____ 11) Live #2 (1 hour before party)

Hi! We are going to be starting within the hour. I’ll be posting memes during the party that have information as well as more games. You’ll want to continually refresh your screen. That will insure you don’t miss anything. I’ll be monitoring live and will be available to answer any questions you might have. Remember, _____ needs two of her very best, dearest, closest, most love friends, neighbors, relatives, outlaws or frenemies to date parties for her, so be thinking when you might want to host your facebook party with your friends. I would love to do one for you as well, so I can shower you with free Tupperware!

_____ 12) Start the party. Your auto posts are posting. Comment, Like and Answer Questions.

_____ 13) Play the dice game. See the step by step sheet

_____ 14) Process the orders. I recommend that you do this personally, so that you can make suggestions of PWP and other products they may like. Ask each guest if they would like to host a party. Pick 2 recruit leads and work with your upline to contact.

_____ 15) Behind the scenes!

- Post Thank yous/Closed out/ordered/add emails to TupperTrends list/invite to your VIP group
- Mail after party thank you note

_____ 16) Delivery Follow Up Call (use tracking in mysales to determine status)

Glue stick to large manila envelope. Check off each item during hostess coaching. Put all customer orders in envelopes.