FB LIVE PARTY CHECKLIST

Hostess Name: _____ Party Date/Time: _____

- [ ] Set up FB group (14 days ahead)
- [ ] Invite Hostess to FB group & make her admin (coach on inviting guests / commenting)
- [ ] LIVE intro on FB Group
- [ ] Tag guests on Intro post/live
- [ ] Message each guest individually for their address
- [ ] Schedule Posts (beginning 7 days before party)
- [ ] Have hostess gather addresses not given
- [ ] Post/Tag once Pampering packs mail
- [ ] Check comments daily / tag guests throughout party / engage on FB
- [ ] Go live the day before the party to remind about event (1 minute)
- [ ] Day of party - ask hostess to remind guests
- [ ] Day of - message each guest with link to the group/reminder
- [ ] GO LIVE @ party time!!! Have fun!!!
- [ ] Follow up with each guest individually via messages
- [ ] Post/tag for every purchase & booking
- [ ] Post/Tag THANK YOU for coming to party!

	Name/Address	FB message sent / friend request	samples mailed	Day-of Event Reminder	prize entries	attended LIVE	After-Party Follow Up	Booked party	$ Amount Ordered	Notes / misc ...
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										