

SUCCESS CHECKLIST

2-3 weeks prior to the event: HOST PLANNING MEETING (using Host Planner)

- On page 4, set a goal for number of guests, total sales, and FREE products desired.
- On page 2, build the invitation list together. Remember F.R.O.G.G.S. Also – where is she going to come in contact with people? (*family gathering, kids' school, club meetings*)
- Determine how she will make contact – phone, ecard, postcard (*included in this box*), text?
- How many brochures and order forms does she need for PRE-orders from those unable to attend?
- Schedule 2 follow up phone calls: the first about mid-way between now and the party to check in on her progress and the second, 2-3 days before the event to get final numbers for supplies and prizes.
- ORDER two-part Order Forms from Towne & Country on: yourAVON.com>Community>Avon Advantage

2-3 days prior to the event: CHECK-IN

- Review the invitation list – has everyone been invited? _____
- What is the confirmation of number of attendees? _____
- What is the follow up plan for anyone that hasn't responded yet?

- How many PRE-orders & sales have been collected so far? _____
- Send a final text to encourage everyone to bring a friend.
- PRINT copies of the Skin Care Selection Card for each attendee
- BRING copies of the Avon Opportunity Worksheet (*included in this box*)
- PREPARE a 'prize basket' to use as giveaways at the party. Use stock items, returns in good condition, or small items you have collected. (*Remember to keep a record for tax purposes.*)