



# Party Planner & Summary

Sales Month: \_\_\_\_\_

Host: \_\_\_\_\_

Party Date: \_\_\_\_\_

Party Address: \_\_\_\_\_

Close Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Party Time: \_\_\_\_\_

Email: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Directions: \_\_\_\_\_

## Checklists

### Initial Coaching:

- \_\_\_ Confirm Date, Time & Location
- \_\_\_ Review Host Packet { \_\_\_ / \_\_\_ / \_\_\_ }
  - \_\_\_ Guest List & Invitations
  - \_\_\_ Recipe & Ingredients
  - \_\_\_ Host Rewards & Wish List

### Pre-Party:

- \_\_\_ Party Created & TupperConnect Sent
- \_\_\_ TupperConnect Confirmed
- \_\_\_ Thank You Note Sent { \_\_\_ / \_\_\_ / \_\_\_ }

### Couple Days Before:

- \_\_\_ Check-In Call (2 days before party)
- \_\_\_ Confirm RSVP's
- \_\_\_ Confirm Recipe & Ingredients

### Day Of:

- \_\_\_ "Today is the Day!" call/text/fb
- \_\_\_ PARTY!

### Post-Party:

- \_\_\_ Follow-up/Additional Orders
- \_\_\_ Contact No-Shows
- \_\_\_ Enter Customer Orders
- \_\_\_ Finalize Host Order
- \_\_\_ Submit Party { \_\_\_ / \_\_\_ / \_\_\_ }
- \_\_\_ Recruit Interviews
- \_\_\_ Contact Booking Leads
- \_\_\_ Party Delivered + Thank You's { \_\_\_ / \_\_\_ / \_\_\_ }
- \_\_\_ Post-Delivery Customer Follow-Up

## Notes

## Recipe & Ingredients

## Product Requests

## Recruit Leads | # of leads: \_\_\_\_\_

Name	Phone
_____	_____
_____	_____
_____	_____
_____	_____

## Booking Leads | # of leads: \_\_\_\_\_

Name	Phone	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Party Totals | Attendance: \_\_\_\_\_

TupperConnect: \$ \_\_\_\_\_

Outside Orders: \$ \_\_\_\_\_

Party Sales: \$ \_\_\_\_\_

TOTAL PARTY: \$ \_\_\_\_\_

Cash: \_\_\_\_\_ Checks: \_\_\_\_\_ Cards: \_\_\_\_\_

Hostess Credit: \$ \_\_\_\_\_