



# LAUNCH PARTY CHECK LIST

Select your Launch Party Date \_\_\_\_\_ Time \_\_\_\_\_

Select Date of your 2nd Launch/Backup Party \_\_\_\_\_ Time \_\_\_\_\_

Select the time of your Backup Party \_\_\_\_\_

Build your guest list

## Invite your guests

One – Two weeks prior

Mail Post cards

Email Guests

Text Guests

Call Guests

Know before you go:

Sales tax in your area \_\_\_\_\_%

Checks should be made out to you at the show and pre show orders. Let the hostess know.

Decide your open dates for future bookings.

Read through the catalog several times and decide your favorite products you will be sharing.

Practice a hand spa on friends or family.

Practice the scripts from the *Six Key Elements of a Successful Party (Unit 7)*.

## Supplies you will need:

- Order forms
- Pens
- Calculator
- Cash and Carry Bags
- Hostess Packet
- Calendar on paper or your phone
- Your Starter Kit Products and Supplies
- Order Forms
- Products for hand spa set up at the sink
- Products on display set up in the main area party is held. You may ask hostess about a table or bring a small folding table.
- Wear your JE logo wear you earned in your Success Rocket Training Program or something you feel professional, yet comfortable in.