_____'s Party   Time Zone _____

Party Start Date _____   Party Close Date _____   Party Submit Date _____

Party booked from _____   Booking Gift Choice _____

TYPE: _____   Theme: _____

Host Contest   ☐ N   ☐ Y   Win? ☐ Y ☐ N   Prize: _____

Set Up

☐ Google Cal

☐ Day Planner

☐ Set Up Party in PC Site

☐ Send Welcome Email

☐ Send friend request

☐ ASK # Catalogs _____

Host Pack

☐ Gift? _____

☐ Letter   ☐ Party Planner

☐ Host Flyer   ☐ Business Flyer

☐ Order forms

☐ Other _____

☐ Send Packet on _____

Other   ☐ Website   ☐ LinkTr.ee   ☐ _____

FB Group

☐ Change Notifications to ALL   ☐ Opening Poll   ☐ Closing Poll

☐ Invite Host _____   ☐ Challenge (20 _____)

☐ Make Host Moderator   ☐ Murder Mystery Monday

Host Coaching – Pre-Party

Hosts in FB party _____   ☐ Send 3 days out message

☐ Invite Host PM Group   ☐ Send 2 days out message

☐ Host Wish List _____   ☐ Send 1 day out message

Party Tasks

Send reminder invites   ☐_____ & ☐_____ (dates)

Welcome New Members   ☐_____ & ☐_____ (dates)

Change party title on ☐_____, ☐_____ & ☐_____ (dates)

☐ Update Seasons Best Winner Post to be _____

☐ Q&A Follow-up messages on _____

☐ Grand Prize Winner _____

Notes

Group Count

Admins & Hosts # _____

Host's total friends # _____

Party	Start	End
Invited	# _____	# _____
Joined	# _____	# _____

Total Ordering Guests # _____

☐ Host Gift for 5 Outside Orders

Bookings

_____ Before PM _____ After PM

_____ Asked

☐ Host Gift for 3 bookings

Host Posts   CinchShare
me / host   Day/Theme

	me	host	CinchShare Day/Theme
#P	☐	☐	☐ _____
#1	☐	☐	☐ _____
#2	☐	☐	☐ _____
#3	☐	☐	☐ _____
#4	☐	☐	☐ _____
#5	☐	☐	☐ _____
#6	☐	☐	☐ _____
#7	☐	☐	☐ _____

Closing Tasks

☐ Past Host Ordered
☐ Add/Ship Prizes
☐ Submitted Post
☐ Share Host Rewards
☐ Update Website/Linktr.ee

Follow Up:

☐ Add follow ups to CJournal
☐ Check Everything Received
☐ Host Thank You Card

ASK	Active Guests	Poll	Ordered	TY Recipe	Prize	Booked	Recruit	Follow Up	C-Journal