Name of Host:

Date and Time of Live:

Host goals (if any):

Consultant goals for event:

- ❏ Create group

Schedule posts:

- ❏ Post #1 *Welcome Guests to group*
- ❏ Post #2 *Poll*
- ❏ Post #3 *GIF (Day before Live)*
- ❏ Post #4 *Favorite Product & why*
- ❏ Post #5 *It's almost Party Time*!

- ❏ Create Event on Arbonne Website
- ❏ Welcome Post (~24 hrs before when most guests have accepted invite)
- ❏ Friend Request all guests
- ❏ Go Live (15 minutes of fun!)
- ❏ Follow-up with all guests
- ❏ Thank you for your order post/gift with purchase
- ❏ Double check all friend requests were sent
- ❏ Comment on Live a few hours before giveaway to remind people to enter into the drawing
- ❏ Giveaway Drawing (after 48 hours)
- ❏ Follow-up with winner
- ❏ Send out gifts to host, winner & gift w/ purchase

Names of guests invited / notes on guests: