



# Party Worksheet

Type: OPEN HOUSE    BASKET    FUNDRAISER    OTHER \_\_\_\_\_

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

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

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

Phone Number(s): \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

Location of party/directions: \_\_\_\_\_

## DATES AND THINGS TO DO:

- \_\_\_\_\_ Send a “thank you for booking” email (send a “save the date”) and “friend” them on Facebook (Immediately)
- \_\_\_\_\_ Send a physical thank you in the mail for booking (with invites) (1 month before)
- \_\_\_\_\_ Call to confirm and have them give out invitations and create a Facebook event and email details. (3 weeks before)
- \_\_\_\_\_ Call to check RSVP’s (1 week before)
- \_\_\_\_\_ Text a reminder (the night before)
- \_\_\_\_\_ Text a reminder (the day of)
- \_\_\_\_\_ Send a physical thank you card for doing the party

Special notes:

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Attendance: \_\_\_\_\_

Pieces Sold/Profit: \_\_\_\_\_