Arbonne Party Check List: Month: _____

To make your presentations a great success, simply check that you've done each step. There is enough room to track 12 presentations.
Remember, "8 to be Great", "10 to Win" and "12 to Excel!"

Host Name & Phone	Party Date	Give Host Packet	Send "Thank You" to Host 1 Day after scheduling!	Call Host 2 days prior to meeting. Remind Guest List	Meet Host: Get Guest List and Plan the Party [Date]	Tell Host Invitations are out	Remind Host to make phone calls	Call Host: Last Minute Details: Get Directions	Placed Orders and Applications	Give Host Rewards	"Think About It" Packs to Potential Hosts	Schedule 1-on-1s with "No Shows"	Send Hand-Written Thank You Notes to Guests	# of Bookings from Presentation
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