

Party Information Sheet

Party Occasion: Fun Bach Birthday Divorce Fundraiser SSS

Hostess Personal Information

Hostess:	
Party Date:	
Phone:	
Email:	
Co-Hostess:	
Address of party:	
Source of Booking/ Incentive	
Preferred Method of Communication	

Hostess Coaching

Hostess Packet Delivered

Call #1

- Hostess Credit
- Women ONLY
- Guest List & Invitations
- Booking Incentive & Outside Orders
- Offer business opportunity
- Set date for next call & thank her

Call #2

- Expected # of guests & Invitations sent?
- Remind her of fun
- Delivery of product
- Private ordering room/payment types
- Display Needs & Parking
- Set date for next call & thank her

Call #3

- Women only
- Excited?!
- Reminder calls & final head count
- Wish list & outside orders
- Thank her

Party Profit

Discount: _____
of guests: _____
of orders: _____
party leads: _____
Rep. leads: _____
of hours: _____

Product Subtotal _____ (before hostess order)
Total Party Sales: _____ (includes hostess' order before discounts)
Shipping Collected: _____
Taxes Collected: _____

Hostess Credit: _____
Hostess Gifts: _____
Hostess Incentives: _____
Booking Gifts: _____
Nightly Sales: _____
Give a Ways: _____

Net Profit: _____ (Total Party Sales – HC, HG, HI, BG, NS, & GA= _____ X Discount

.35
.45
.50

)
Business Items - _____ (subtract any business items cost: catalogs, credit card fees, dic tax, etc)
TOTAL PROFIT = _____ (This is your true party profit)

Payment Tracking

Cash Total _____ Check Total _____
Credit Card Total _____ Credit Card Fees _____

Party Recap

Game Played _____
Hostess Gift _____
Prizes Issued _____
Incentive Gift _____
Or Sales Offered _____

Data Entry _____ Constant Contact _____ Backorders Sent _____
File When Complete!!!