

If you are hosting the party at a community center, apartment community, etc. after the show is booked

1. Send a thank you note thanking them for the party/show/class with the following reminder--Date and Time, and then this note: " I look forward to being your consultant. I work strictly by appointment only and will be there on _____so if for any reason you are unable to hold your appointment please notify me 48 hours in advance so we can reschedule your appointment. I look forward to working with you. I know it will be a great success. I will call you in a couple of days to see how many guests will be attending your _____." Send a guest registry sheet so when they know that someone is attending, they can write them down or have a sign up sheet for residents to fill out on a clip board.
2. Call in a couple of days and check to see how many guests are coming. Get their phone numbers if you can and let them know you will call the guests to introduce yourself (it's actually to see if they have called them and to let them know there is a party in case they have not).
3. Call the guests if they give you the names and numbers and get them excited about the party.
4. About 2 days before the party call them again to check about set up and confirm your arrival time. (these are reasons you give them and they are reasons you do call also.. but the main reason...to make sure they don't forget and if they do decide to cancel...they may have second thoughts as they know you are serious, they know you won't reschedule them and you called the guests already.

Sign up sheet example:

Event Name:

Date:

Time:

Location:

Hosted by Pampered Paw Gifts Paw Party Consultant- (your name)

Name | #of pets | Cat/Dog | Pets names | email | phone number |