



# HOST CHECKLIST

How to get the MOST from your FaceBOOK party!

**Individually invite.** Even a copy/paste in a private message will boost attendance!

**Post a welcome message.** Your excitement is contagious!

**Stay engaged.** Don't be shy! The more you interact, the more fun your friends will have!

**Touch base.** Reach out to friends who haven't RSVP'd within 24 hours of the party.

**Post a photo.** Post a picture of your children enjoying their favorite Usborne book!

**Send reminders.** On the day of the party, send individual reminders!

**Arrive early.** Plan to "arrive" at your party 10 minutes early and stay until the end.

**Keep track.** Message/Text friends who RSVP'd but haven't arrived within 10 minutes of the starting time.

**Be available.** Be ready to chat with friends "behind the scenes" during the party.

**Follow up.** The NEXT DAY is key! Message everyone who hasn't ordered yet to help increase sales.