

2. Guest List

Create your guest list and send or email it to me. Set a goal of **10-15 adult guests in attendance**. Invite F.R.A.N.K.S. to your party. Who's F.R.A.N.K.S.? The most successful hostesses invite 3-5 people from each category:

- Friends
- Relatives
- Activities (people you know from activities you are involved in)
- Neighbors
- Kids (people you meet at your kids' activities)
- Significant Other's Friends & Coworkers

3. Call to Invite & Track your Guests

Personally call and invite each guest. Leave a detailed message if you get voicemail. Remember it is important to over-invite—usually, one out of three guests do not make it to the party. Record all responses—including any notes that can help you to follow-up. Note, too, if you reminded a Guest the night before. Important to keep a detailed profile of each Guest.

Name	Phone #	Response (yes, no, maybe)
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1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____

Name	Phone #	Response (yes, no, maybe)
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21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____
26	_____	_____
27	_____	_____
28	_____	_____
29	_____	_____
30	_____	_____

4. Collect Orders Ahead of Time

Collect 5 or more orders prior to the party from those that won't be able to attend. The more orders you collect, the more FREE products you'll receive. Fill out an order form for each guest including their full name, address, phone, and email. Total the customer's selections and add delivery and applicable tax. If paying by credit card include the number and card expiration date. Give the customer a copy of the order form for receipt and have the other copies ready for me at your party. (Guests may pay by Master Card, Visa, American Express, Discover, cash, or personal checks made out to me.)

5. Simple Refreshments

Keep refreshments simple & fun. Your party should be easy and relaxing for you. (Snack ideas: soda & popcorn, veggies & dip, wine & cheese). Serve refreshments before the party starts.

6. Stay & Play

After the presentation, stay and play with the toys and encourage your guests to do the same. Talk to your guests about what products they like and are planning to purchase. Also, let your guests know how easy it is to host a party and encourage them to book their own party.

7. Launch Party?

We could make this party YOUR DT LAUNCH PARTY! What do you think? I'd love to have you join my team. Have you ever thought about a business opportunity like this for yourself? Discovery Toys offers the opportunity to have a flexible business based on your needs, while you earn an income, make long-lasting friendships, and give children the gift of learning.