



Hostess Tool Party Planner Relax!!! It's easy to have a great Tool Party!

Task		Choice / Result	Done
Pick a date	Visit www.toolpartiesbykaren.com to choose a date.		
Pick a party type	As described in the "Tools" section of my website, choose from a Tool Party (or other theme party), a 3-4-5, Quick Tip, or Customized Workshop.		
Write guests list	For a Party, use the back of this sheet and list at least 40 guests. (Statistically, 1 in 4 will make it.)	By Hostess	
Invite everyone	Do it face-to-face, or by phone for best results! Tell them about Tomboy Tools, how you found out about it, and why you think they should come. Let your enthusiasm shine and tell them there will be hands-on demos with these terrific tools and no sales pitch! Since the more, the merrier - encourage them to bring a friend.	By Hostess	
Send reminder invitations	Give Karen your guest eMail addresses, and she'll eMail a special reminder to the guests; or have Karen send it to you so you can hand deliver, eMail or snail-mail them.	By Hostess <or> By Karen	
Do early orders	Gather orders from guests that can't make it.	Karen does the math!	
Make RSVP calls	A week before your event, you will pass your guest list and contact info to Karen. She'll do a brief call with each guest to say hello, confirm the spelling for their name tag, remind them to dress casually, bring a friend, and ask them to think about their dream project.	Karen does the RSVP calls!	
Prep food and drinks	Keep it simple and light. Have it ready before your guests arrive (make ahead, buy, or do pot luck).	By Hostess	
Setup	Karen will arrive 1/2 an hour before the party starts and setup in a convenient spot. The presentation will take less than an hour and any demos we do happen on props – not your home.	By Karen	
Starting on time	I respect the time that you and your guests are making, so I will start on time, and the late arrivals can slide in quietly.	-----	
Finalizing the orders	Karen will do this at the end of the event. Orders are payable at the time of order, using Visa, Mastercard, American Express, cash or personal cheque (to "Karen Donaldson").	By Karen	
Delivery of orders	Orders will be shipped (bagged and tagged) to your address, and will arrive within 2 weeks from the date the event order has been submitted. I make every effort to "close" your event while I am there so orders will arrive as quickly as possible.	Delivery will be no later than:	

Achieve the **10-5-1 goal**, and get even more rewards! **Have 10 guests confirmed for the event, have 5 pre-event orders** (enclosed are catalogues and order forms for guests that can't make it), and **have 1 new party booking** (share the info from the enclosed "Hostess Bonus Program" sheet).

I will help make your Tomboy Tools® event the most memorable in-home demo your friends have ever attended! Here's how you can reach me:

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 Website: www.toolpartiesbykaren.com

