

# Virtual Party

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## CHECKLIST



- Create a Facebook event.
  - How to set up an [event](#)
- Invite guests to your event
- Create a host code
- Create and gather the content for the event page and make a posting schedule. Creating great content will help your guests stay engaged and keep them excited about participating.
  - Showcase a couple of cute samples
    - Use Succeed Weekly for inspiration
    - Follow [Stampin' Up!'s blog](#) for tons of cute samples
  - Visit the [promotions tab](#) for new and current e-cards and other graphics you can use
  - Utilize [Stampin' Up!'s YouTube channel](#) for quick product demonstrations
  - Plan drawings or other incentives for customers to interact with during the event that will encourage them to place orders
  - Get attendees excited by posting reminders about the party and offering sneak peeks of Stampin' Up!'s amazing products
  - Here is a schedule sample, which you can tailor to your individual event!
    - 7:00 PM:** Welcome; do a “Who’s here?” roll call (maybe offer a prize for roll call responders); ask how they know the party host.
    - 7:05 PM:** What’s your favorite Stampin’ Up! stamp set? What’s the last thing you purchased from Stampin’ Up!?
    - 7:10 PM:** Send a link to an item in the current Stampin’ Up! catalog.
    - 7:20 PM:** Explain how to place an order. Do a prize patrol (based on answers to the questions asked above).
    - 7:20 PM:** Send a link to a Stampin’ Up! video, Pinterest image, or your personal blog. Ask attendees to respond to what they see.
    - 7:30 PM:** Show a technique or send a link to a different item in the current Stampin’ Up! catalog.
    - 7:40 PM:** Share your schedule of upcoming classes or open houses.
    - 7:45 PM:** Invite attendees to host their own Facebook party. Be sure to post details about host benefits and share the perks of being a Stampin’ Up! host.
    - 7:50 PM:** Explain when the party will close; ask for any questions.
    - 7:55 PM:** Thank everyone for attending and sharing their comments; give away one more prize.
- After orders have shipped, follow up with guests who placed orders. Do they need anything else? Do they have any questions about their products?