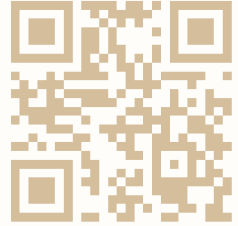


Pop-Up Checklist

Scan QR code for scripts & tips:



HOSTESS NAME:

POP-UP DATE:

BOOKED FROM:

POP-UP TYPE:

REFLECTION:

PRE-POP-UP TO DO LIST:

- Ask hostess what her rewards, Elevate Days, and guest # goals are
- Add hostess on FB / Instagram + to VIP group (if you have one)
- Invite hostess to look at info about being a Partner and making this her launch pop-up

GUESTS: CUSTOMERS:

SALES: BOOKINGS:

VIP GROUP JOINS:

HOSTESS RE-BOOKED:

POP-UP TIME CHECKLIST:

3-7 DAYS BEFORE

- Give hostess a script to use to invite her friends (script suggestion is linked in the QR code above)
- For online: create the Messenger or Instagram thread for the pop-up and add hostess

1-3 DAYS BEFORE

- Check in with hostess on the number of guests & encourage her that she's doing a great job
- Give hostess a welcome post script (for online) or script to text as a reminder about event (for in-person)
- Give hostess shopping link or instant pop-up link and script to send to "no's"/ those not attending

DAY OF

- Encourage last-minute invites

END OF POP-UP:

LAST DAY

- Share the # of orders needed to hit goal and reminder that it's the last day to shop
- Have hostess follow up with those who were texted instant pop-up
- Ask each attendee to see if getting their faves for free + helping more women sounds fun to them
- Remind Hostess she can be a Partner with a join collection coupon

CLOSING

- Complete Hostess Order
- Share the impact they made (# Elevate Days sponsored & the Artisan Partners they helped)! (for online)