Hostess Name / Date of Live

_____

Name of her Party Group

_____

_____

	Booked Date/Time
	Created Cover photo
	Create group
	Invite Host
	Send FBM "HOST1" Group is up, please join
	Send Host audio message Don't invite anyone yet
	Request Host to be Admin
	Host Accepts Admin
	Send FBM HOST2 –audio Fun begins, use FBM to invite guests (don't use click invite button). Message is below to copy and paste
	Send FBM HOST3 Invite with group link
	Approve & write guests on list
	Send FBM HOST4 Invite a few more friends

Day 000	Day 00	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11
Create Cover Photo & Group Schedule posts to begin Day 1, or schedule your posting service to start Day 1	Invite Host Add her as Admin She starts inviting by FBM	Inviting Continues	**First day for posts**	**Short Live** (mailing pkgs, need info)					**Short Live** (get ready for tomorrow)	**Count comments** for drawings tonight **LIVE**	Start "thank you for purchasing" photos	Party closes down at midnight	Announce 2 winners *Charcoal Mask Contest *LIVE comments

JOINED GROUP Names	Welcome Post & Message	FBM message	Got mailing addr	Skin type	got tracker info	Mailed package date	On the LIVE	Pre-Live Comments on special posts	Winner during Live from special posts 1-mask appl 2-mini ofemr, ult masc sam 3– mini mda	Booked Date/time Won mini gloss	Photo 30 min Won HP item Coupon (used)	# Comments during Live (on photo)	Retail $$$ Order before discount	Discount on product specials	sent friend req	Order paid —- Order Done and shipped
HOSTESS PACKET																
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