

Ladies Night Out Guide

PLAN AHEAD!

Activities

Decide on a date & time for the event. (a 2 hour open house)

Make sure event location has internet

Use invitation to invite guests

4+ experienced UFOs

Schedule massage therapist (optional)

Determine stations

Signs for stations (ie chalk boards)

Print 'Get Paid To Shop' Surveys

Print 'Health Assessment'

Print "punch card"

Print registration sheet

Print product order forms

Print motives order forms

Order wine (optional)

Determine recipes, snacks, beverages, TLS shakes

Print recipes for guests

Supplies

Laptop

Name tags

Pens

Cups for wine, isotonix, water, mocha

Ice bucket, ice to chill wine

Products to sell (priced...)

UFOs activate 10% off in back office

Prep swag bags (suggestions to include: Isotonix cup, DEK packet, Digestive Enzyme packet, Mocha packet, Aloe packet, mini container of hand treatment products, mini container of a custom bronzer - mini containers can be found by beads at craft section/store, LDV tandems)

Market America Branded BV products to sample & display - see LNO Planning Sheet

Food / Beverages

Simple Snacks (cut up veggies, Nut Thins + cheese. Beanitos + salsa)

TLS recipes to sample

TLS shakes to sample (can be made ahead and frozen) , spoons

Iced mocha (a combination of all 3 flavors is really tasty)

Infused water

Wine (optional)

SET UP - Registration Table

By front door
Registration sheet
Pens
Order forms

SET UP - Stations

Hand Treatment

Royal Spa shower gel
epsom salts in a little dish
Lotion - Royal Spa, lumiere de vie, cellular labs - can use any of these
Optional - SNAP home and shop cloth to polish rings
Optional - SNAP all purpose + little brush to clean rings
Paper towels or hand towel
(Put a small pump of shower gel in guest's hand, ½ tsp or less of epsom salts, rub into hands, rinse, apply lotion)

Motives

Set up make up to try
Custom blend (optional)

TLS

Display find your fit kit
Display before & after pics
Display recipe book

Healthy Cocktails

Display DEK, explain isotonic and sample products, much like a Wellness 101
Display DEK packets and point out convenience, at home, travel
Display aloe juice, digestive enzymes
Guests fill out health assessment

Skin Care

Have different skin care lines for guests to experience
Explain 3 steps and guests wash face
washcloths and towels

Nail Lacquer

Nail polish remover, cotton
Nail lacquer - variety of colors
Base & top coat (optional)

Wine + Shop.com

laptop

Offer wine (red and white)

complete survey, share a personal story or 2 (raise.com, drugstore.com, etc)

explain options to buy wine (nakedwine.com, wine.com, woot,groupon)

review survey, pick something to show them more on shop.com (make it personal)

register as PC

Beginning

Greeter: "Welcome to the Ladies Night Out! We are so excited for you to visit all of these stations (hand the guest a punch card) and experience some amazing products. Use this punchcard to visit all of the stations and when you've completed it, you will get 10% off any products you purchase tonight. You can use these to keep track of what you try (hand the guest order forms) Come back here and I will help you check out. {You may want to explain where all of the stations are located and suggest a place to start.}

Ladies Night Out Planning Checklist

Date / Time / Location of event:

Minimum 4 experienced Unfranchise Owners to help

- | | | |
|----|----|-----|
| 1. | 5. | 9. |
| 2. | 6. | 10. |
| 3. | 7. | |
| 4. | 8. | |

Massage therapist name and contact info.:

Determine stations. If there are more than 4 UFOs attending to help, who will be at which station:

- Greeter / Check out -
- Hand Treatment -
- Skin Care -
- Healthy Lifestyle TLS -
- Healthy Cocktails Isotonix, Aloe, Mocha -
- Motives -
 - Custom blend -
- Wine + Shop.com -
- Nail lacquer -

Who will bring a laptop:

BV Products needed...Check if needs to be purchased or indicate UFO who will provide

- Daily Essentials to sample
- Mochatonix - Mocha, Vanilla, Cappuccino for iced mocha
- TLS Shakes - vanilla, chocolate
- Aloe juice to sample
- Royal Spa Shower Gel
- Royal Spa Body Lotion
- Cellular Labs De-Aging Body Balm
- Lumiere de Vie Hand and Body Creme
- Motives
- Skintelligence - cleanser, normalizer, moisturizer
- Timeless Prescription - cleanser, MDI firming activator, moisturizer
- Lumiere de Vie - cleanser, toner, moisturizer
- Nail Lacquer
- Options for Swag Bag
- Daily Essentials Packets
- Aloe Packets
- Mocha packets
- Digestive Enzymes packets

IBV products needed...Check if needs to be purchased or indicate UFO who will provide

- Cups to sample wine, shakes, isotonic, mocha, aloe, water
- plates, napkins
- small containers for samples of hand treatment (found by beads in craft section/store)
- cotton balls or rounds for skin care and nails
- Wine Red, White (nakedwines.com, wine.com, woot,groupon)
- Food - for shakes, simple snacks (Raise.com)
- Signs (Fed Ex office, chalkboards - walmart, michaels)

Other items needed...Check if needs to be purchased or indicate UFO who will provide

- hand towels or paper towels
- washcloths
- name tags
- pens
- table cloths
- platters
- spoons
- ice bucket + ice to keep white wine chilled
- additional table(s)

BV products available for sale...UFO apply small sticker with name of product & initials

BEFORE THE EVENT

- UFOs activate 10% off in back office

Print

- Health Assessment
- Get Paid To Shop survey
- "Punchcard"
- Registration sheet
- Order form
- Motives order form

Prep

- Stations around the home
- Registration table by front door (registration sheet, order forms)
- Pens at each station
- Signs / chalkboards for stations
- Shakes
- Snacks
- Infused water, iced mocha
- Open wine