

Benz Bash Checklist

PLANNING

- TALK + COLLAB WITH UPLINE FOR DATE + LOCATION
- DECIDE ON BUDGET
- FLYER FOR SOCIAL MEDIA
- START ADVERTISING 6-4 WEEKS FROM DATE
- GIFTS FOR TEAM
- CAR BOW
- CREATE EVENTBRITE LINK

VP COACHING CALLS

- REACH OUT TO VPS TO DONATE COACHING CALLS
- PICS PRINTED UP & FRAMED
- ENVELOPES

FOOD & DRINKS

- FIZZ STATION
- APPETIZERS / VEGGIE TRAY (IN ALIGNMENT WITH 30 DAYS, IF POSSIBLE)
- DESSERTS OR ARBONNE LOGO COOKIES

RAFFLE

- TICKETS
- TICKET FRAME
- MAKE BASKETS FOR RAFFLES (OUT OF ARBONNE BOXES OR WICKER BASKETS)
- OBTAIN PRODUCT FROM ARBONNE FOR RAFFLE
- CONTAINERS FOR RAFFLE TICKETS EACH RAFFLE ITEM (MASON JARS?)

PAYMENT

- CHANGE FOR PPL PAYING CASH
- CASH BOX OR PURSE TO HOLD \$ FROM RAFFLE TICKETS
- RAFFLE BASKETS
- IPAD W 3 G & SQUARE TO TAKE PAYMENTS
- IPAD CHARGER (JUST IN CASE)

JOBS

- (1) CHECKS GUESTS IN FROM EVENT BRIGHT LINK
- (1) WALKING AROUND SELLING RAFFLE TICKETS

PHOTOS:

- PHOTOGRAPHER / VIDEOGRAPHER

MUSIC:

- PLAYLIST