



# Facebook PARTY GUIDE

Host from home with a Facebook party; it's a great way to earn money and not have to leave your sofa!

We're making it even easier with this handy checklist.

Tick your way through to make sure you've got everything covered.

## Pre-party

### ☐ SET UP AN AVON FACEBOOK BUSINESS PAGE

If you've already got a Facebook personal page, you can quickly and easily set up a business page by going to 'Create page' then select the local business, and follow through the step by step guide.

### ☐ SET UP AN EVENT

Choose a date that works for you, then set up a Facebook event and tell customers about the party in the event description.

### ☐ CHOOSE YOUR PRODUCTS AND OFFERS

When you're running the event, all you'll need to do is share images and / or videos of products and links direct to your own personal online store. You can go to the Social Media Centre or just hit 'share' from your online store on any products that you want to promote.

## Day before

### ☐ SEND OUT A REMINDER

Just a quick Facebook message or text will help to remind people about the party. Remember to post in your event directly on Facebook too, as attendees will be notified.

## Party day

### ☐ BE PREPARED

Make sure that you've got a quiet place and that your phone or laptop is charged.

### ☐ GET STARTED

When the party starts, just welcome everyone by adding a comment to the event. You should also mention that people only have to comment on the photo of the product if they want to order and how many they would like.

## after the party

### ☐ SAY THANK YOU!

It's always nice to drop people a line to say thank you for attending your party, but it's also a great way to follow up any orders that people may have forgotten to place!