Housewarming Party Checklist

- Initial call to client → about 10 days after closing
- E-mail template for guest list to client (with client info filled in, also include the Butler team and the lender)
- Receive guest list form client → 15-20 days before the party.
- Mail out invitations → 2 weeks before the party
- Call and order BBQ → at least 1 week before the party
- Follow up with client on number of RSVP's → 1 week before the party
- Follow up phone call / e-mail to guests who haven't RSVP'd → 3 days before party
- Call client with exact head count to help the client with the number of drinks.
- Increase or decrease BBQ order → 3-4 days prior to party

- Touch base with client on day of party, see if they need anything

- Print out door prize form → any time

- Verify that gift cert. are purchased → 1 week before party

- Bring digital camera, disk, SOLD sign, drawing box, name tags, pens, business cards, door prize forms, extra newsletters → day of party

- Send out Thank You flyer to entire guest list 5 days after the party

-including client and write personal thanks on it...see example.

- Follow up calls to guests that attended 3 days later to see if they have any real estate questions – or want to set up a consultation

- Add guest list to Top Producer (mail list)

- E-mail client pictures from party

- File the disk with client pictures with other party picture disks