

BLINGO EVENT CHECK -LIST FOR HOSTING LEADERS:

Here is a detailed checklist for a successful BLINGO : This is for a large event but remember, this can be done on a much smaller scale.

1. Have meeting room scheduled and set up. _____

2. Registration table: Sharpie markers & plain name tags use 2 different color borders(one for jewelers & 1 for guests), draw smiley face on all guests tags as they register. Have change and receipts for jeweler fee (guests are always free), decide ahead of time what to charge to cover room costs. Volunteers assigned depending on size of event but have a Minimum of 2. Use your favorite guest registration form, examples on our websites (make it is short just 3-4 questions). Some sort of decorations/table cloth, etc... Be there 40 minutes early volunteers

1. _____ 2. _____

3. Jewelry Prize Table set up & volunteer: tablecloth, hand mirrors, several neck stands for necklaces, prize jewelry – the prize jewelry is being supplied by your senior leaders. Open all boxes and bags so jewelry is clearly visible for guests to choose from. Any added decoration is fine. **Volunteers-1 or 2** need to be there 35-40 min early to have table ready and display jewelry prizes. **Have a sign in sheet ready with: guest name and jeweler** (with phone number) that brought them. As each guest comes to pick their prize, have them sign in with jeweler name. Stay with the jewelry during the entire program as guests will keep coming back to get their prizes throughout the event. WE will need to collect after prizes are over from each jeweler the \$5.00 per piece (checks can be made out to Allison or Tandy) Volunteers :

1. _____ 2. _____

4. Boutique jewelry set up volunteer and table in front of the room. (your leader will bring Boutique if needed) Have a Mandy available at the front as well with a plain top or dress. Volunteer will be in charge of making a Mandy available & setting Boutique just like the Picture.

Boutique _____ Mandy _____

5. Boutique Versatility & Combos and Fashion tips: This is someone who can show at least 12-15 pieces from Boutique very quickly & include a few fashion tips _____ (should be a leader)

6. Spring Jewelry or current line table set up just like a show display with neck stands, tablecloth, etc... Place this table far away from boutique and prize table. A Volunteer is charge of the jewelry & display items for a complete setup _____.

7. Food and drinks table – to serve during “MINGLE TIME” before & after event. Decide on Desserts or Hot Hors d’oeuvres & paper products. (Serve on nice serving pieces, not out of the plastic containers, ha) Need several volunteers for this:

8. Other items needed besides prize jewelry (can be brought by leader guest speaker or a volunteer):

* Extra Blingo sheets printed for guests _____

* Extra pens for Blingo _____

* Silver tray (plastic is fine) & booking with Boxes hostess activity.

* 20 -\$100 bills in “big money” (can laminate) & 8 -\$50 bills (event speaker can probably supply) _____

* Have all leaders wear charm bracelets!!! **Yay, Yay, Yay**

* Have several people bring ***laptops*** or ***i-pads*** for guests that want to start the online application _____

* Have local leaders & jewelers decide ahead of time on a sale special (if Premier doesn't have one going) for the shopping time with each jeweler. That way, your guest speaker can announce just before shop time. (ex. Buy 1 get 1 ½ price, or 20% off total purchase, or ??? anything you want to offer)