

**Magical Mysteries ~ Host Checklist**

Congratulations on taking your first steps towards hosting a fun & fabulous Silk Sparkle Hair Party!

We recommend that you read this entire document first and then use the checklist below as a guide for planning your event. If you have any questions, please contact Karen at (410) 358-9580. Sparkle On!!!

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| **What happens:** | **When it happens:** | **Completed (Y/N)** |
| You will receive a “Contract E-mail” from Karen, containing a link to a webpage where you will download the Event Agreement, Host Checklist (this document), Host Planning Sheet, and Host Invitation. | AFTER you have submitted the Event Request Form online, and Karen contacts you. (If you are reading this, you have already completed this step!) |  |
| You will submit the $100 non-refundable deposit using the PayPal button on the bottom of the “Home Parties” webpage. Note: Event Date is only guaranteed with deposit. | Within 48 hours of receiving the “Contract E-mail” |  |
| Invite your guests by sending out the Host Invitation we’ve provided (make sure to fill in blue bolded text on Event details). We recommend inviting between 15-25 guests, to ensure you meet your minimum purchase requirement. | Once you receive the “Confirmation E-mail” indicating your deposit has been received |  |
| Begin gathering information from your guests to fill out the Host Planning Sheet. Keep in mind there is a minimum purchase requirement of $250 for 125 Silk Sparkle Strands for the entire Event. Magical Mysteries applies a minimum of 10 strands (for $20) per person. Guests may pre-purchase more strands according to the pricing chart on the Host Invitation. Note: Additional Silk Sparkle Hair Strands may also be purchased with cash at the event. | After deposit has been submitted |  |
| Ensure that you have a minimum of 2 low-back swivel office chairs for your guests to sit in during their session. This ensures appropriate working conditions for our Sparkle Helpers. If you do not have these chairs, 2 chairs may be rented from Magical Mysteries for an additional $10 fee (includes both chairs). | After deposit has been submitted |  |
| Plan for any food, beverages, or music you would like to include in your Event. | Ongoing before Event |  |
| Verify guest attendance, and confirm number of Silk Sparkle Hair Strands each guest wishes to purchase (minimum 10 strands for $20 per guest). Use this info to complete your Host Planning Sheet. At this time, collect money from your guests, ensuring that you have met the minimum requirement of $250 for 125 strands, and ensuring that you have cash in hand to pay the Balance Due on the Invoice two days before the Event. | No later than 5 days before Event |  |
| E-mail Karen at [magicalmysterieskaren@gmail.com](mailto:magicalmysterieskaren@gmail.com) with responses to the three items requested on the Host Planning Sheet: 1) **Total # of pre-ordered Silk Hair Strands**, 2) **Total Cost ($) of pre-ordered Strands**, and 3) **whether or not you need to rent our low-back swivel office chairs** (2 for $10). | No later than 4 days before Event |  |
| You will receive a PayPal Invoice from Magical Mysteries via e-mail. The Invoice will include the Balance Due, which is based on the aforementioned three items from the Host Planning Sheet. Note: the Balance Due will also include any applicable Travel Fee. | No later than 3 days before Event |  |
| The PayPal Invoice e-mail will display a “View and Pay Invoice” button; click on this to reach the “Invoice Details” page. To complete your transaction, click on the “Pay Now” button on the top left corner of the page. | No later than 2 days before Event |  |
| Chill your beverages… and yourself! | Day before Event |  |
| Relax and enjoy your party! | Day of Event |  |