

# In-Home Host Checklist

## PRE-EVENT PLANNING

- Secure your date and locate your venue (if not in-home)
- Create promotional content (e.g., social media images/invitations via Canva.com)
- Create a registration link for event (optional)
- Register your event at [IsagenixEvents.com/ARE](https://IsagenixEvents.com/ARE) (optional)
- Order Isagenix Products for product sampling, display, raffles, and giveaways
- Visit [IsaSalesTools.com](https://IsaSalesTools.com) to purchase Isagenix marketing materials (optional)
- Assign volunteers' roles/responsibilities
- Print registration list before the event
- Prepare for AV needs (HDMI, Apple Play, etc.)
- Create a fun music playlist to bring an energetic atmosphere
- Download presentations from [IsagenixBusiness.com](https://IsagenixBusiness.com) and check out all resources

## EVENT SETUP

- Setup at least 90 minutes prior to event start time
- Begin registration setup:
  - Printed guest list
  - Pens
  - Tables and chairs (see guide for details)
  - Extra flyers, wristbands, and nametags (optional)
- Set up multiple water stations
- Prepare product sampling table
  - Table
  - Isagenix tablecloth/banner (optional)
  - Flip chart (optional)
  - Cups, napkins, and stirrers
- Stage product display and giveaways
- Test all AV needs (projector, computer, music)
- Check-in with volunteers' roles/responsibilities

Email [IsagenixCalendar@IsagenixCorp.com](mailto:IsagenixCalendar@IsagenixCorp.com) or connect with your Regional Sales Director if you have any questions.

