

FILLMED

LABORATOIRES

VIP EVENT CHECKLIST

DATE	CHECKLIST DETAILS	TICK DONE
6 weeks	6 weeks for planning from date, meet with BDM and discuss promotions for the night and goodie bags. What is the objective of the event?	<input type="checkbox"/>
	A clear monetary amount that you want to achieve.	<input type="checkbox"/>
	Invitations to go out with RSVP and specials that will be available only at event. Event will only take place with a minimum of 15 attendees.	<input type="checkbox"/>
	Social media announcement of event to be done by clinic.	<input type="checkbox"/>
	Must have a deposit that is redeemable on the night/day in skin care or treatment.	<input type="checkbox"/>
	Staff to be rostered on the event.	<input type="checkbox"/>
	A FILLMED order of at least \$5K minimum to be place for event.	<input type="checkbox"/>
	\$200 catering voucher from FILLMED for the night. FILLMED BDM can organise e.g. logo cupcakes or platters.	<input type="checkbox"/>
	Door prize from FILLMED.	<input type="checkbox"/>
	FILLMED will supply either a presentation or practical treatment demonstration, or if its a day event to only do consults and recommendation of homecare.	<input type="checkbox"/>
	At 4 weeks, social media or email to be sent again to remind attendees.	<input type="checkbox"/>
	At 2 weeks, order to arrive at clinic for event.	<input type="checkbox"/>
	2 days before event packages, product bundles to be ready in bags etc.	<input type="checkbox"/>
	Staff meeting to be held the night before or morning of event to allocate to each staff member their target for the event to achieve to the monetary amount.	<input type="checkbox"/>