



## VIP Supplies Checklist

- Scheduling System
- Congratulations Card (SendOutCards)
- VIP Day Agreement
- Bonuses
- Checklists, Forms, Templates
- Thank You Card
- Welcome Letter with Get Started Exercise/Activity
- Enrollment Forms for Next Level Offer

### For Live VIP Days

- Hotel Meeting Space
- What to Pack Emails
- Flip Chart & Markers
- Flip Chart Easel (hotel may have this)
- Poster Display for Outside of Room with Business Card Holder for Passerbys
- Video Camera to Film Testimonials
- Breakfast Service
- Lunch Arrangements
- Afternoon Snacks
- Content and Materials in Binder
- Welcome Letter for Hotel Arrival
- Flowers for Meeting Room
- Goody Bag and Items
- Camera for Pictures for Ezine and Future Promotions
- Assistant to Support and Help You