

Making a Party Binder

I have found that having a lot of information organized and at my finger tips helps me answer the tricky questions customers ask. How I do it is I have a Party Binder. I take it to all my parties and then when a customer asks a tricky question I have somewhere to look up the answer.

How did I make my binder? I put everything in plastic sleeves and then I put divider tabs (the sticky self adhesive ones) down the sides and across the top.

Here is what is in my binder:

1. Calendar—I purchased my calendar it is a 8 1/2 by 11 and it is 3 hole punched. It is not usually in my binder. It lives by my computer so I can keep track of when my parties are. But when I go to a party I put it in the binder.
2. Goals—You know how important I think goals are. I keep my goals at the front so I can see them.
3. Host Information—
 - a. Potential Host List
 - b. Host Letter
 - c. [40 Guest in 4 Minutes](#) It is the second page of this PDF
 - d. [Host benefits form](#)—We do this online but I think it is helpful to give a hard copy to the host so she can better understand how it works.
 - e. [Recipes](#)
4. Consultant Information
 - a. Potential Consultant List
 - b. How much Do Shelf Reliance Consultant Make?
 - c. [Consultant Application](#)—Yes I know we do this online but I find it helpful to have a hard copy of it.
 - d. New Consultant Letter
 - e. [Consultant Materials Sheet](#)—This has the starter packages on it and the supplies (like invitations and catalogues)
 - f. Q print out—when a consultant signs up she/he also needs to set up a Q. I have a print out (screen shot) of my Q. It helps me to walk people through how to use the Q if I am not sitting at my computer. I often pass it around at parties so customers can see what the Q looks like and how it works.
 - g. Print out of [Rank Advancement](#)
 - h. Print out of Commission Calculator: It is on the Consultant Materials Page of the back end <http://www.shelfreliance.com/parties/consultant/materials>
5. Thrive Information
 - a. [Thrive Equivalents](#)
 - b. Thrive Comparison:
 - i. Cost Comparison
 - ii. [Thrive vs. Honeyville Grain](#)

- c. [Nutrition Facts](#)—I printed these out 2 to a page and it worked great. Yes there are a lot of them but when a customer has a specific question it is great to have the answer.
 - d. [Allergen Report](#). I have several copies of this. I often hand them out to interested customers at parties.
 - e. Cost Per Serving—I got this from another consultant and it is out dated now as it has not been updated as the price list has changed. But I still like it. Sometimes I get a customer that has a lots of questions about how expensive THRIVE is and how it compares to fresh. When that is the case I just look up the cost per serving of the product they are looking at. It is great.
 - f. [Garden Seeds](#)---I get a lot of questions about these. I love having all the info right there to give to customers.
6. FRS Information- I have the sales flier that came in my kit.
7. Emergency Supply Information
- a. [Water Storage and Purification](#)
 - b. [Cooking and Eating Supplies](#)
8. Originals of everything I copy for parties
- a. [Price List](#)
 - b. [Sale Flier](#)
 - c. [Order Forms](#)
 - d. Quiz--My quiz is a work in progress. When I am happy with it I will share it with you.