

## Technical Tips: How to Set Up a Virtual Party

Virtual parties are different from in-person parties in a few crucial ways, including set-up and party promotion. When you secure a virtual party booking, it's time to start planning!

### Step 1: Set Up the Party

1. [Create a new party](#). This is done at Consultant's Corner under My Shows & Orders.
2. **Choose a party type.** Remember, a virtual party can be any party type—cooking party, fundraiser, wedding shower or catalog party. The party format is different, though.  
*Note: The default option for most virtual parties is catalog, since you don't have to list a start and end time for this show type.*
3. **Click "Yes" to specify you're running a virtual party.** This is the most important part of the virtual party setup in Consultant's Corner.

### Step 2: Set Up a Facebook Event or Group

1. **Log in to Facebook to create an Event or Group.**  
*Note: A virtual party on Facebook can be set up as an Event or as a Group, but the party will differ in a few key ways:*  
*Invitations* – During Facebook Events, the host sends invites directly to the guests, and guests must accept the invitation to see the posts. For Facebook Groups, the host adds guests to the group.  
*Posts* – During Facebook Events, posts stay in the order they are published. For Groups, posts are bumped up to the top when comments are added.  
*Tracking* – With Facebook Events, you can see who opened the invitation and who has accepted the invite. For Groups, when a party has fewer than 250 members, you can see who views each post.
2. **Enter the party details.**
  - Set a start (from) and end (to) time.
  - Include the show URL with quick ordering instructions in the details box.
  - Add a banner photo from our collection in [Marketing Imagery](#).
  - Share a post introducing yourself, your business, and how you know the host. Use Facebook Live or a pre-recorded video to make it personal to the party.

### Step 3: Connect With the Host

1. If you haven't already, "friend" your host on Facebook.
2. Invite the host to the party, and designate them as a co-host.
3. Message the host with instructions to invite friends and build excitement.

### Tips for Party Wrap-up

1. Build relationships by commenting and chatting with active party guests.
2. Close the party within 2 to 3 days.
3. On the last day of the party, add a post reminding guests to place their orders before the party closes in order for the host to receive credit toward the party.

4. Ask if virtual party guests would like to be added to you monthly customer eNewsletter list and invite them to like your Facebook business page or joining your VIP group, if you have them.
5. Continue the conversation and make a more personal connection by calling guests after orders arrive to offer recipe ideas, product usage tips and check-in on satisfaction with your service.

#### **Quick Links: Resources**

- [PCU Selling Course](#): Learn from experts on the best ways to sell during Pampered Chef parties, including specific tips for virtual parties.
- [Marketing Imagery](#): Access digital assets for marketing and promoting your parties and showers anytime.
- [Pampered Chef Virtual Party Group on Facebook](#): This group is for Pampered Chef consultants only. You must have Pampered Chef listed in your public Facebook profile in order to be added to the group. Check your settings before requesting to join.
- [Tag Team Party Peeps](#): This due provides coaching and resources on planning virtual parties.
- [Direct Selling Education Foundation](#): Find important tips for successful virtual events.
- [Facebook](#)
- [Evernote](#)
- [YouTube](#)
- [TinyTorch](#)
- [CinchShare](#)
- [PostMyParty](#)
- [Vizzlie](#)

