

# Checklist: Running a Sparkhub-Powered Event

with Project Broadcast Landing Pages & Texting

## Set up (5m)

- ☐ Create a new Event, cloning an existing one if desired. Review/edit details and SAVE.
- ☐ Do a quality check (below)
- ☐ Launch sparks

## Run

- ☐ Send the Host Portal
- ☒ Relax as Sparkhub handles Host coaching; the Host invites friends; guests sign up; & Sparkhub welcomes them and sends texts
- ☐ Interact & serve!
- ☐ Mark as "closed" when done

## Daily habits:

monitor

- texts in PB
- to-dos in Sparkhub
- orders to log

## Quality check:

- Open the Host Portal and Signup Page. Do they look ready?
- Sign up as a guest. Do you receive a welcome text (if set up to do so)? Do you get redirected to the Party Page? Does the Party Page look good? Inside Sparkhub, do you see yourself on the Guest list (you may need to refresh first)?
- Review the Timeline from each perspective: your own, your Host's, and your guests'. Will everyone be clear on how to participate? Is the timing correct?