



7 EASY STEPS TO HOSTING A PARTY



Hosting a Women's Bean Project Party is fun, easy and rewarding! Our team will support you every step of the way with informational materials, web resources, e-invitations and personal attention to your questions and concerns. Invite family, friends, neighbors, and co-workers to experience Women's Bean Project. Enjoy our gourmet soups, chilis, cookies, cornbread and other delectable treats and see our beautiful handcrafted, limited-edition necklaces, bracelets and earrings while learning more about our social enterprise and purchasing our products in your home, office, club house, church, or other location.

Step 1

Decide when and where to host your event and who you would like to invite. No space at your home? Consider taking it to your neighbors, friends, work, book club, church or any social event.

Step 2

Choose from one of our 6 party kits you would like to host from the selection below or if you would like to create your own party theme, let us know. If you are having more than 20 or more guests, you may want to consider more than one party kit. The first party kit is on us - free of charge, except shipping costs (if you would like more than one kit, there will be additional fees incurred). Items will need to be picked up from Women's Bean Project one week prior to your event (if in Denver). **If you would like to host a party and you live outside the Denver metro area or out-of-state, there will be a minimal shipping fee to send out your party kit.*

1. Coffee Break - One (1) Oatmeal Chocolate Chip Cookie Mix and One(1) Mellow Bean Decaf, Friend's Blend, OR Ooh LaLa! French Roast Coffee
2. Fiesta Happy Hour - One (1) PJ's Smoky Tomato Dip Mix, One (1) Southwest Medium Salsa Mix and One (1) Cindy's Sinfully Chocolate Brownie Mix
3. Comfort Food - One (1) Toni's 10 Bean Soup Mix, One (1) Original Firehouse #10 Hot Chili Mix, One (1) Golden Cornbread Mix
4. Fire Up the Bar-B -One (1) Uncle Bob's BBQ Spice Rub (the host will use this on a meat or dish of their choice), One (1) Original Hot Salsa Mix, and One (1) Chocolate Chip Oatmeal Cookie Mix
5. Afternoon Tea - One (1) The Denver Tea Room Scone Mix, One (1) Grammy's Snickerdoodle Cookie Mix, and One (1) Mango Peach Tea or Raspberry Lemongrass Tea Mix
6. Gluten-Free Heaven - One (1) Giada DeLaurentiis Lentil Soup Mix, One (1) Old Fashioned Mild Chili Mix, and One (1) Lisa T's Gluten-Free Cornbread Mix

Step 3

Go to our [ONLINE REGISTRATION FORM](#) to designate a party date, location, theme, and number of attendees. Once you hit the "Submit" button at the bottom of the page, your registration is complete. We'll send you confirmation email with all of the necessary details and next steps. We'll also include support materials, talking points and information, like a video link to show to your guests about our work being done at the Bean Project.

Step 4

Start promoting your event! You can use our invitation templates or create one yourself and invite your guests through social media, email, snail mail or however else you see fit. We can also provide you with photos to use to promote your event. We recommend that you also follow-up with your guests a few days prior to your party to ensure their confirmation since you will be preparing our food.

Step 5

Start sampling our products. You'll receive host discounts on our products to try before your event. You'll also want to check out some of our recipes or use your own and try on some of our jewelry.

Step 6

Host your Bean Party! You'll prepare your Bean Project food to your liking, and/or display or wear your jewelry, show our video on your computer or laptop, pass out product catalogs, marketing materials and order forms to your party guests. During the party, have fun, enjoy our products, share our mission and offer the opportunity for your guests to purchase our food and jewelry products.

Step 7

Take orders. The host is responsible for submitting one (1) master party order and payment to Women's Bean Project:

- Your guests can place individual orders using the provided Order Form, then the host will collect all individual order forms and method of payments (cash or check made out to the Host - not Women's Bean Project).
- The host will then consolidate all individual orders into one master party order form and submit the master order form, along with one payment (check or credit card) for the entire party order to Women's Bean Project.
- Women's Bean Project will call or email the host when the entire party order is ready for pick up or delivery. If the host prefers not to pick up the party order at our location and to have the party order shipped to one location, there will be additional shipping charges incurred. Women's Bean Project will not ship to each individual party guest. *Note: Hosts may want to consider charging the party guests a minimal fee to cover shipping/handling fees (if host decides to have party order shipped to host location).*
- Each guest order will be shipped directly to the host and the host will deliver/distribute orders directly to their party guests.

Now that your party is over, thank your guests and tell them they have made a difference in a woman's life!