

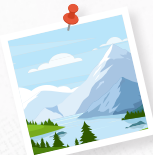
A Year of Fun & Easy

CLIENT PARTY IDEAS

Client parties are a fun and festive way to connect and build relationships with your A+ clients and show appreciation for them and their referrals. Use these top event ideas for each month of the year to plan for your upcoming client appreciation parties and start the year off strong!

January

Vision Boards



February

Crafting Cocktails



March

St. Patrick's Day



April

Earth Day Trivia



May

Family Photoshoot



June

Ice Cream Social



July

Grill Me Up!



August

End-of-Summer Bonfire



September

Candle-Making



October

Costume Party & Contest



November

Friendsgiving



December

Breakfast with Santa



**BUFFINI
& COMPANY**

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GOALS FOR THE
NEW YEAR

TAKE A
TRIP

STRESS
LESS

EAT
HEALTHY
FOODS

The Complete

Client Party Checklist

1 Month

- ☐ Set your budget.
- ☐ Set a date and time.
- ☐ Choose a theme.
- ☐ Create your guest list, including top clients as well as the vendors you work with the most, such as lenders, attorneys, home inspectors, etc.
- ☐ Reserve any location or book any services needed.
- ☐ Call to invite your guests.
- ☐ Mail or email your invitations.

2 Weeks

- ☐ Check in with the invited guests who haven't yet responded.
- ☐ Call to confirm attendance.
- ☐ Purchase party favors and raffle items.

1 Week

- ☐ Send out email reminders.
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1-2 Days

- ☐ Stock up on drinks, snacks and food that's not being catered.

Day of the Party

- ☐ Get to your location early to set up.
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After the Party

- ☐ Send a personal note to all attendees
- ☐ Update your database
- ☐ Send a personal note to your guests who didn't attend the party

FUN & EASY PARTY IDEAS

New year, same great service! Host one of the following events to reflect on the year, prepare for the year ahead and remind your clients that you are always there for them.

Vision Boards

Help your clients create a collage that relates to their goals in the year ahead and all of the positive things in their lives. Gather magazines, scissors, glue and poster paper for each of your guests. Encourage everyone to place their completed collages in a spot they'll see on a regular basis as a reminder all year long.

Donut Miss Out!

Celebrate the start of a new year with donuts and a warm drink! Invite your clients and their families over for donuts and a cup of coffee or hot chocolate. Be sure to thank your clients for their support and let them know that you look forward to continuing to serve them.

ENJOY
LIFE!

The Complete

Client Party CHECKLIST

February is the month of love so take some time to show it to those who mean the most to you. Share the love by hosting a Client Appreciation Party.

FUN & EASY PARTY IDEAS

We've Got You Covered

Show your clients how much you love them by making them your Valentine this year. Invite them to decorate chocolate-covered strawberries. Dip into the spirit by decorating in red and pink! Have your guests show up in sweetheart attire.



Cocktail Shake-Up

Ask your clients to join you for a fun night of crafting cocktails (or mocktails)! Pick a theme and find a mixologist to lead a class. Make sure to print the recipe for each guest and provide the necessary ingredients.



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FUN & EASY party ideas

Your client appreciation parties are a great way to celebrate your clients and support others in your community. Host one of the following events to help others while having fun.

International Women's Day Brunch + Paint

Host a painting workshop and brunch to celebrate Women's Day. Hire a local painter to guide your group in creating a masterpiece to take home. While enjoying brunch, encourage a discussion on women empowerment to share experiences, achievements and obstacles with each other.

Happy Shamrock Day

Invite your A+ clients to a St. Patrick's Day party with Irish-themed goodies, drinks and raffle prizes. For clients with children, provide a DIY kit to create their own lucky seedlings – include tools, compostable containers, soil, clover seeds and water.

The Complete *Client Party* CHECKLIST

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Spring into action with this month's client party checklist. With a little bit of preparation, you can plan a memorable event to connect with your clients and show your appreciation!

Earth Day Entertaining

Host an Earth Day celebration serving food sourced from your local farmer's market and based on ingredients that are in season and organic. Play an Earth Day trivia game – just do a little pre-party research to gather plenty of facts to entertain while spreading eco-awareness. Hand out party favors that encourage conservation, like energy-efficient light bulbs.

After the Party

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FUN & EASY PARTY IDEAS

Easter Bunny Brunch

Host an Easter Bunny themed brunch with delicious items like egg casserole, bunny-shaped pancakes, carrot cake and mimosas. Provide an egg dyeing station or have an Easter egg hunt. As the fun wraps up, hand out egg-stra special baskets filled with goodies.



the complete client party CHECKLIST

With Mother's Day and Customer Appreciation Day in May, this is the perfect time to show your appreciation with a client party. Use this handy checklist to host an event to connect with your clients and celebrate the moms and mothers-to-be!

fun & easy party ideas



Mother's Spa Day

Treat the moms in your database to a well-deserved spa day. Prepare pampering baskets for each guest with an aromatherapy candle, face mask, nail polish and body lotion. During the party, turn on relaxing music and lead guests through a guided meditation together.



Family Photoshoot

Give your A+ clients a memento they will cherish forever: a photo of their family. Hire a local photographer, set up a spring-themed photo display or backdrop outside and schedule 15-minute time slots for each client and their household to take family pictures.

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Kick off summer with a client party to show how much you appreciate your A+ clients and their referrals. These fun event ideas will make planning the perfect outdoor gathering a breeze!

Fun & Easy Party Ideas

"Fore" the Dads

Host your top clients and dads to an afternoon at the driving range. Provide refreshments for your guests and bring in a golf pro to help them improve their swing.

Ice Cream Social

Treat clients and their families by hiring an ice cream truck in your neighborhood. Hand out summer essentials baskets filled with sunscreen, a beach towel and water bottles when your clients stop by for a sweet treat.



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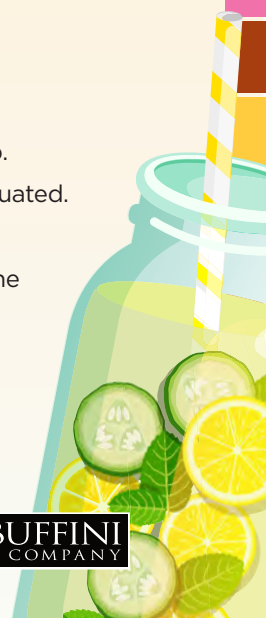
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THE COMPLETE Client Party CHECKLIST

This month, cheers to summer, sunshine and your amazing A+ clients! Use this handy checklist to plan a festive appreciation party to connect with your top clients and thank them for their referrals.

FUN & EASY ★ PARTY IDEAS ★

★ RELAX, RENEW, RECHARGE

Help your clients recharge for the second half of the year by hosting a private yoga class. Hire a local instructor, gift new yoga mats, water bottles or towels to your guests and serve your favorite cold-pressed juice.

★ GRILL ME UP!

Who doesn't love a summer BBQ? Invite your clients and their family to join you outdoors, in your backyard or at a local park, for hot dogs, burgers, drinks and fun lawn games!

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THE COMPLETE *Client Party*

CHECKLIST

Close out summer with a client party to show how much you appreciate your A+ clients and their referrals. These unique and fun party ideas will be sure to keep you top of mind all year long!

Easy & Fun Party Ideas



End-of-Summer Bonfire

Gather your top clients around the fire to say goodbye to summer. Rent a backyard fire pit (if you don't already own one) or reserve a pit at your local beach. Set-up chairs, blankets and refreshments for your guests as well as yummy things they can roast — s'mores, hot dogs and corn on the cob.



Aloha Summer Luau

Enjoy these last few days of summer with some tropical fun. Make your luau interactive and encourage guests to come in their most festive attire. Nothing says Aloha like a cool tropical drink. If you're not looking to hire a bartender, consider mixing a themed cocktail and serve out of a drink dispenser.

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The Complete Client Party CHECKLIST

The seasons are changing and kids are back to school, but that doesn't mean the fun has to end. Plan a fall-themed client appreciation party to connect with your A+ clients and thank them for their referrals.

Easy & Fun Party Ideas

Scent-sational Soiree

Host a candle-making party for your top clients. Provide the instructions and supplies for each guest, along with autumn-inspired candle dye colors and fragrance oils. While the candles are solidifying, serve appetizers and have your guests design custom labels for their creations.



Coffee Pick-Me-Up

Help your clients through the early morning drop-offs and first few weeks of the school year with a back-to-school coffee day at a local cafe. Invite the parents in your database and any local teachers to stop by for a free beverage and pastry on you, and hand out colorful school supplies as take-home gifts for the kids.



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THE COMPLETE Client Party Checklist

As the spooky season looms closer and we all become captivated by the Halloween spirit, treat your A+ clients to an eerie and frightfully fun client appreciation party to thank them for their referrals.

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EASY & FUN Party Ideas

BOOS & BOOGIE

Gather your best clients for a haunting costume party and a chance to win a prize. Have a panel of judges ready or include your guests in the fun by asking them to cast their vote for a favorite. Top off the night with appetizers, refreshments and goodies to satisfy their sweet tooth.

JACK-O-LANTERN JUBILEE

Kick off the Halloween season with a pumpkin carving party. Prepare pumpkins and carving kits for each guest attending, and don't forget buckets for the seeds. Looking for a no-carve pumpkin idea? Skip the messy scooping and offer creative ways to decorate their pumpkin instead.

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THE COMPLETE

CLIENT PARTY

CHECKLIST



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As we enter the season of gratitude, it's important to take note of the people and things for which we are thankful. Even more important is to let those folks know! Hosting a client appreciation event can show your clients how grateful you are for them and their referrals.

EASY & FUN PARTY IDEAS

PIE SOCIAL

Serve an assortment of seasonal pies from a local bakery or farmstand. Offer gift certificates from that business as door or raffle prizes. Have extra pies on hand to give to guests to share at their family celebrations.

FRIENDSGIVING

What better way to show your clients you care than with really good food! Gather your A+ clients for a delicious meal, festive beverages and of course friends. Dinner can consist of the traditional holiday dishes or another theme. Plan to have ice-breaker games ready to keep the conversation going.

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THE COMPLETE *Client Party* CHECKLIST

'Tis the season for a holly jolly get-together with your top clients. With a little bit of preparation and this helpful checklist, you can plan a fun and memorable event to show your appreciation for your A+ relationships and their referrals!

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Let it Snow Sweets!



Host an all-white desserts & champagne happy hour for your top clients. Keep the portion sizes small, so, guests can sample a variety of the delicious treats and vote for their favorite at the end of the event. Don't forget to-go bags so your clients can take some home!

EASY & FUN

Party Ideas

Breakfast with Santa



It's time for a morning full of holiday cheer! Instead of having to wait in line to visit Ol' Saint Nick, host a Breakfast with Santa for your clients and their families. Hire Santa Claus to join you for breakfast with festive music and have the kids write letters to give to him.



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