

Hello
my name is

HOW TO BUILD
BIG RELATIONSHIPS
WITH
SMALL GATHERINGS

THE
2-HOUR
COCKTAIL
PARTY

NICK GRAY

APPENDIX A

EXECUTIVE SUMMARY

To host your own 2-hour cocktail party, follow these basic tips:

- Decide you're going to host a party and commit to it.
- Pick a date for your party three weeks from now, ideally on a Monday, Tuesday, or Wednesday night.
- Keep the length of your party to two hours.
- Invite your friends, colleagues, and neighbors.
- Ask everyone to RSVP and confirm their attendance.
- Space out three reminder messages with fun, relevant information.

At the party, do these four things:

1. Use name tags with first names only.
2. Facilitate three quick icebreakers.
3. Take a group photo.
4. End the party on time.

Follow those guidelines,
and you'll have a gathering
better than most.



How to Prepare on the Day of the Party

Hello friends!! Here's a quick draft of the checklist that I outline in *The 2-Hour Cocktail Party*, email me nick@party.pro for the latest version. You can order [The 2-Hour Cocktail Party here on Amazon](#).

BATHROOM(S)

- Remove large bath towels.
- Remove any special medicine or personal items from the medicine cabinet.
- Make trash can easily available, empty it, and put fresh bags or liner inside.
- Confirm hand towels or napkins available to dry hands.
- Confirm scented candle. Light the candle.
- Toilet paper roll is full and extra roll is out. Hand soap ready.

KITCHEN

- Clean refrigerator: Make space, remove anything old.
- Remove any ice, party drinks, and snacks from the refrigerator. Set out.
- Empty trash can. Replace bag or liner.
- Put a sticky note near the trash can to clearly label it as "TRASH" (and recycling).
- Set out paper towels or cleaning stuff for drink/snack spills.
- Wipe down surfaces.

FOOD/DRINKS

- Pour any snacks like chips, nuts, or veggies into bowls or plates.
- Set ice, cups, and marker(s) at the bar area. Write your name on your cup.
- Set out water at the bar area, or clearly label where guests can find.

OTHER

- Start playing your party music.
- Set out name tags and markers. Write and put on your name tag.
- Plan where and when you will take your group selfie.
- Make a handwritten WELCOME sign. Post it outside your door.

Printed from [The 2-Hour Cocktail Party book](#). See www.party.pro/print for more resources.

You know that well-connected friend who only exists in the movies? The one who throws the best parties and can set up any introduction you need?

Everyone wants to know someone magical like this who brings people together. The secret is: you can be that person. You should be that person. *The 2-Hour Cocktail Party* will show you how.

Discover a simple formula with step-by-step instructions to host parties that help you meet new people, strengthen your existing relationships, and make you the person everyone wants to know.

You'll learn which days are the best (**probably not the ones you think!**) and what to say to the first people who arrive. Read how to ensure your invitations get responses and your guests show up excited to mingle. Plus, get helpful pre-party checklists and a breakdown of activities to encourage new connections.

With *The 2-Hour Cocktail Party*, you'll make new friends, boost your career, and leave everyone asking, "When's your next party?"



Nick Gray moved to New York City with very few friends and less-than-stellar social skills. But Nick craved new relationships and exciting opportunities. He started hosting non-traditional parties—a move that opened doors he never could have imagined.

Today, after hosting hundreds of 2-hour parties, he counts business owners, artists, and inspiring teachers among a circle of friends that helped him launch a multimillion-dollar company. Featured in *The New York Times* and *The Wall Street Journal*, Nick has been called a host of "culturally significant parties" by *New York Magazine*.

More at www.NickGray.net or @NickGrayNews on all the socials.

BARCODE