

# host information & checklist

NAME _____	SHOW DATE _____ TIME _____
ADDRESS _____	SHOW # _____
CITY _____ STATE _____ ZIP _____	BOOKED FROM _____
PHONE (DAY) _____ (EVENING) _____	HOST PACKET GIVEN? _____ DATE SENT _____
(CELL) _____ <input type="checkbox"/> TEXT _____	CREATED SHOW ON WEBSITE (My Shows & Orders) _____
EMAIL _____	SET UP SHOW PAGE _____
BEST TIME TO CONNECT _____	SALES TAX % (NONFOOD) _____ (FOOD) _____
OFFERED BUSINESS OPPORTUNITY _____	

HOST'S PERSONAL INFORMATION	HOST'S GOALS	NOTES

## FIRST CONTACT DATE

- \_\_\_ Set or confirm Show date, time and location.
- \_\_\_ Review Host Rewards Program.
- \_\_\_ Review Party Planner/build wish list.
- \_\_\_ Discuss over-inviting. (40 names, mix the crowd, ask everyone to bring friends. Help build guest list.)
- \_\_\_ Discuss invitation options (postcards, mini catalog, social media, e-invitations).
- \_\_\_ Point out opportunity brochure in packet; discuss kit credit.
- \_\_\_ Discuss updating guest list with RSVPs. If people can't come, invite them to order.
- \_\_\_ Cover details: table/space needed, payment due at Show, payment options and direct shipping.
- \_\_\_ Ask host to set up a Facebook® event and add you as a co-host.
- \_\_\_ Set date for next contact.

## SECOND CONTACT DATE

- \_\_\_ Ask how many were invited.
- \_\_\_ Share ideas to increase attendance (if needed).
- \_\_\_ Encourage outside orders (out-of-town friends and relatives); explain the process and direct shipping option.
- \_\_\_ Explain Guest Special (available for outside orders, too).
- \_\_\_ Discuss the need to have email addresses for outside orders.
- \_\_\_ Discuss recipe; provide host shopping list.
- \_\_\_ Refer to opportunity brochure; explain how to use Free Product Value toward kit.
- \_\_\_ Stress team effort between you and host.
- \_\_\_ Set date for next contact.

## THIRD CONTACT DATE

- \_\_\_ Express appreciation for host's efforts.
- \_\_\_ Discuss expected attendance: Yes \_\_\_ Maybe \_\_\_
- \_\_\_ Ask host to make reminder calls and check back with guests who haven't RSVP'd.
- \_\_\_ Remind host that payment is due at Show (or within 2 days for outside orders).
- \_\_\_ Review recipe ingredient list and any advance prep needed.
- \_\_\_ Remind host that her bookings can start her business.
- \_\_\_ Discuss your arrival time.
- \_\_\_ Review directions and estimated travel time.
- \_\_\_ Ask about Wi-Fi access and the best Wi-Fi location for taking orders.
- \_\_\_ Say you're looking forward to a wonderful Party!

CALL NOTES	DEMO RECIPE	DRIVING DIRECTIONS/OTHER INFORMATION