

Hostess Coaching

Hostess: _____ Booked From _____

Address _____ Phone-Day _____

Phone-Evening _____

Show Date _____ Time _____ E-Mail _____

Hostess Packet Presented: At Show _____ Mailed _____

Hostess Coached: At Show _____ Phone _____

1st Call date _____ Looking forward to your party on _____ at _____

Have you made your guest list? Remember, 30-40 names. Started making calls?

Don't forget to get your invite list in the mail right away!

Review Hostess Plan - Outside Orders & Bookings benefit her. Start wish list.

Any Questions?

Thanks for booking letter mailed (with copy of current hostess specials) on _____

2nd Call date _____ Looking forward to your party on _____ at _____

Have you completed your wish list? What have you decided on?

Reminder Cards sent _____ On time drawing for guests

Remember to have everyone bring a friend (special drawing for those that do)

Gift for \$200 in outside orders you obtain before the show

Extra gift for 2 bookings before the show

Special gift for you if 10 people are there at starting time _____

Payment methods available:

Show will close the night of the party

\$500 Club q Any Questions

3rd call date _____

How many confirmed guests do you have ____? Remember: guest on-time drawing

Remember to call your guests and encourage them to bring a friend (special drawing)

Shall I plan to bring your extra gifts? \$200 in outside order with payment? 2 bookings?

I'll arrive 30 minutes early q Need Table Yes/No

Directions to house q Any Questions?

Follow-Up

Show Summary # _____ Comp. Sales: _____ Sent in _____ via _____

Bookings: Name/Date: _____

Thank you sent _____ Booking Certificate Enclosed

Booking Leads: Name/Phone # _____

Consultant Leads: Name/Phone # _____

Notes