

Host Information

Name: _____
 Address: _____
 City: _____ Zip _____
 Phone: Home: _____
 Work: _____
 Cell: _____
 Best time to reach _____ at _____
 E-mail: _____
 Personal web site host password: _____
 Show Type: Cooking Show _____ Catalog _____

Show date: _____
 Show time: _____ Show #: _____
 Host Packet Given YES NO Date: _____
 Booked From: _____
 Past Host Discount #: _____
 Sales Tax: _____
 Payment for ingredients received: _____

1st Call Date: _____ (3 weeks prior to show) _____ Set or confirm show date _____ Set goals-what does host want _____ Explain Host benefits _____ Over-invite _____ 40 Names _____ Mix the Crowd _____ Ask everyone to bring a friend _____ Explain how e-invitations can help _____ Invite with Enthusiasm!! _____ Point out Opportunity Brochure _____ Have Guest List-update RSVP _____ Cover Details _____ Table needed _____ Demo will last _____ min. _____ Payment due at show _____ Food-menu & who will provide _____ Set date for next call	2nd Call Date: _____ (12-14 days prior to show) _____ How many invitations given out? _____ Need more invitations? _____ Encourage outside orders-explain how to calculate _____ Explain guest special _____ Discuss recipe options _____ Any products host wants shown? _____ Guest's hobbies or interest? _____ Refer to opportunity brochure and explain how to use Free Product Value towards Super Starter Kit _____ Any questions...feel free to call! _____ Set date for next call	3rd Call Date: _____ (2-3 days prior to show) _____ Express appreciation for host efforts _____ Expected Attendance: _____ _____ Maybes: _____ _____ Reminder Calls/Outside orders _____ Reminder Payment due at show _____ Remind host that bookings generated from show can be used to start her Pampered Chef Business _____ Let host know your arrival time _____ Check your directions with host _____ Let host know how much you appreciate all she has done and you are looking forward to her show.	4th Call Date: _____ _____ Host Order _____ Monthly host special _____ Half-Price items _____ Free Product _____ Kit Credit _____ Close Party <hr/> 5th Call Date: _____ _____ Products have shipped and host will receive on _____ <hr/> 6th Call Date: _____ (2-3 days after products have been received by host) _____ Everything ok with shipment? _____ How are your products?
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Comments: _____

Recipes to be demonstrated: _____

Bookings:

Name	Phone#	Date	Name	Phone#	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Potential Recruits:

Name	Phone#	Date	Name	Phone#	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Expenses:
 Mileage: _____
 Groceries: _____
 Date to close _____
 Show Total _____

Misc (postage): _____
 Show Wrap-up: _____
 Number of Guests _____