

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: _____

1 st 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	2 nd 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	3 rd 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.	4 th Call Date: _____ ___ Host Order ___ Monthly host special ___ Half-Price items ___ Free Product ___ Kit Credit ___ Close Party <hr/> 5 th Call Date: _____ ___ Products have shipped and host will receive on _____ <hr/> 6 th 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 _____