

host information & checklist



NAME _____ SHOW DATE _____ TIME _____

ADDRESS _____ SHOW # _____

CITY _____ STATE _____ ZIP _____ BOOKED FROM _____

PHONE (DAY) _____ (EVENING) _____ HOST PACKET GIVEN? _____ DATE SENT _____

(CELL) _____ ☐ 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
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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
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before you leave the host's home, remember to:

- _____ THANK HER FOR HOSTING.

_____ SCHEDULE A CLOSING DATE.

_____ REVIEW CURRENT HOST REWARDS,
AND HOW TO REACH NEXT LEVEL.
- _____ MENTION THAT RECEIPTS ARE EMAILED TO GUESTS.

_____ EXPLAIN THE PROCESS FOR WHEN SHOW
ORDER ARRIVES.

EXPENSES			
Mileage _____	Groceries _____	Postage _____	Miscellaneous _____

SHOW CLOSE DATE _____	DATE SHOW SUBMITTED _____
DATE THANK-YOU SENT _____	SHOW TOTAL _____
	# OF GUESTS/ORDERS _____

BOOKINGS (Eligible for Future Party Pick for six months.)

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

HOST USED KIT CREDIT OPTION _____

NOTES