

Show #: _____

HOST INFORMATION

Show Date: _____ Time: _____

Host Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: Day _____ Evening: _____

Cell _____ Best Time to Reach: _____

Email: _____

Booked from: _____ Month of show: _____

Host Packet given / sent: _____

Included: ☐ Specials ☐ Postcards ☐ Labels ☐ OOF or Mailed: _____

Show on Website: ☐ yes ☐ no Host Password: _____ Email Sent: _____

First Call Date: _____

- | | |
|--|--|
| <input type="checkbox"/> Set or confirm Show date | <input type="checkbox"/> Point out opportunity brochure |
| <input type="checkbox"/> Help host set goals (which products?) | <input type="checkbox"/> Keep guest list updated w/ RSVP's |
| <input type="checkbox"/> Explain host benefits – free, ½, % | <input type="checkbox"/> Setup at show – location / table |
| <input type="checkbox"/> Over-invite – 40 names, mix crowd, bring friend | <input type="checkbox"/> Payment due at show / payment options |
| <input type="checkbox"/> Encourage host to invite w/ enthusiasm | <input type="checkbox"/> Review Host Special & bargain flyer |
| <input type="checkbox"/> Review Website – how to; password | <input type="checkbox"/> Set date for next call: _____ |

Second Call Date: _____

- | | |
|---|---|
| <input type="checkbox"/> How many invites sent? Need more? | <input type="checkbox"/> Products host wants to see during demo |
| <input type="checkbox"/> Ideas to increase attendance, if needed | <input type="checkbox"/> Guest interests - status |
| <input type="checkbox"/> Encourage outside orders | <input type="checkbox"/> Opportunity – convert Host \$\$'s |
| <input type="checkbox"/> Explain Guest Specials | <input type="checkbox"/> Questions? Team effort! |
| <input type="checkbox"/> Discuss Recipe options: Host <input type="checkbox"/> or me <input type="checkbox"/> | <input type="checkbox"/> Set date for next call: _____ |

Third Call Date: _____

- | | |
|---|---|
| <input type="checkbox"/> Express appreciation for host's efforts! | <input type="checkbox"/> Bookings? more specials / start business |
| <input type="checkbox"/> Expected attendance: _____ maybes: _____ | <input type="checkbox"/> Arrival time |
| <input type="checkbox"/> Reminder calls to guests (like Dentist...) | <input type="checkbox"/> Directions – special info |
| <input type="checkbox"/> Reminder payment due at show (or by close) | <input type="checkbox"/> Tell Host you can't wait!! |
| <input type="checkbox"/> Reminder what host needs to buy/provide | |

Show #: _____

Recipes to be Demonstrated:

Ingredients? Host Owes: _____

Paid? ☐ Check ☐ Cash

Host buying; List given? ☐ yes ☐ no Date: _____

Comments / Special Information:

Date Set to Close Show: _____

Time: _____

Final Payment Received: _____

Show Submitted: _____

of Guests at Show: _____

of OOF's: _____

Total Commissionable Sales: _____

Order Average: _____

Bookings:

1. _____

Month: _____

2. _____

Month: _____

3. _____

Month: _____

4. _____

Month: _____

5. _____

Month: _____