Host Coaching Timeline

Month:_____

	Timeline							
Host								
Show Date/Time								
Confirmation Postcard								
Host Packet Mailed	T - 28							
Host Call #1	T - 25							
Important Dates Postcard	T - 23							
Attendance Postcard	T - 21							
Invites due to me	T - 18							
Host Call #2	T - 12							
Call Reminders Postcard	T - 5							
Host Call #3	T - 2							
Time to Wrap it Up Card	T + 2							
Submit Show	T + 5							
Send Receipts and Thank You	T + 6							
Out of the Box Calls	T + 28							