

HOST INFORMATION

NAME _____ SHOW DATE _____
 ADDRESS _____ SHOW TIME _____ KITCHEN SHOW® # _____
 CITY _____ STATE _____ ZIP _____ HOST PACKET GIVEN? YES NO DATE SENT _____
 PHONE (HOME) _____ (WORK) _____ OFFERED PC OPPORTUNITY? _____
 BEST TIME TO REACH _____ MONTH INTERESTED _____ BOOKED FROM _____
 E-MAIL _____ PAST HOST DISCOUNT # _____
 PERSONAL WEB SITE HOST PASSWORD _____ SALES TAX % (NONFOOD) _____ FOOD SALES TAX% _____

PERSONAL INFORMATION	HOST GOALS	PC ITEMS OWNED

FIRST CALL DATE _____

Set or confirm Show date.
 Help host set goals — what products does the host want?
 Explain host program.
 Overinvite!
 40 names.
 Mix the crowd.
 Ask everyone to bring a friend.
 Encourage host to invite with enthusiasm!
 Point out opportunity brochure in host packet.
 Keep guest list updated with R.S.V.P.s.
 Cover the details.
 Table needed.
 Demo will last approximately _____ minutes.
 Payment due at Show; explain payment options.
 Set date for next call: _____

SECOND CALL DATE _____

How many invitations sent? Need more?
 Ideas to increase attendance, if needed.
 Encourage outside orders; explain how to calculate.
 Explain Guest Special; tell outside orderers about it!
 Discuss recipe options. Provide shopping list.
 Any products host particularly wants shown?
 Ask about guests' interests or hobbies.
 Refer to opportunity brochure and explain how to use Free Product Value toward the Super Starter kit.
 Any questions? Stress the team effort between you and your host.
 Set date for next call: _____

THIRD CALL DATE _____

Express appreciation for host's efforts!
 Expected attendance: _____. Maybes: _____.
 Ask to make reminder calls and check back with guests who haven't yet R.S.V.P'd.
 Reminder of payment due at the Show (or within one week).
 Review recipe ingredients needed and what you need host to prepare before you arrive.
 Remind host that bookings generated from Show can be used to start a Pampered Chef® business.
 Let host know what time you'll arrive.
 Get directions and estimated travel time. (Keep phone number with the directions, and leave it at home as well.)
 Tell host how much you're looking forward to the Show!

COMMENTS

RECIPES TO BE DEMONSTRATED

EXPENSES

Mileage _____ Groceries _____

Tolls _____ Misc. _____

DIRECTIONS

DATE TO CLOSE SHOW _____ DATE CHECK RECEIVED _____ THANK-YOU SENT _____

SHOW SENT TO PC _____ SHOW TOTAL _____ NUMBER OF GUESTS _____

FUTURE SHOW INTERESTED IN OPPORTUNITY
 MAILING LIST USED HOST BENEFITS FOR SUPER STARTER KIT

BOOKINGS (Eligible for Monthly Host Special for six months.)

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

