

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: _____
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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 _____ _____ _____ _____ _____ _____ _____ _____
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RECIPES TO BE DEMONSTRATED	EXPENSES Mileage _____ Groceries _____ Tolls _____ Misc. _____
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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
_____	_____	_____
_____	_____	_____
_____	_____	_____

