

HOST INFORMATION



NAME _____ SHOW DATE _____
 ADDRESS _____ SHOW TIME _____ COOKING SHOW # _____
 CITY _____ STATE _____ ZIP _____ HOST PACKET GIVEN? YES NO DATE SENT _____
 PHONE (DAY) _____ (EVENING) _____ 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.
- ____ Over-invite! in _____ (Explain how e-invitations can help, if you have a Personal Web Site.)
- ____ 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.
- ____ (Include out-of-town friends and relatives; they can order through your Personal Web Site.)
- ____ 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 New Consultant 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

RECIPE(S) 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 NEW CONSULTANT KIT

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

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