



Host Information Form

Contact Information

Name _____

Address _____

Phone: (Day) _____

(Evening) _____

E-mail _____

Best time to reach _____

Show Information

Month Interested _____

Show date _____ Time _____

Kitchen Show™ no. _____ Host club no. _____

Kitchen Show planner given? ☐ Yes ☐ No

Date sent _____

Offered opportunity? _____

Booked from _____

Personal Information

Birthday _____

Spouse _____

Children _____

Background information _____

Host's Goals _____

Pampered Chef Items Owned _____

Host Coaching Calls

FIRST CALL (Date) _____

Purpose: To review the host packet and build excitement
Time: Within 24-48 hours of giving host packet

- ☐ Set or confirm Show date.
- ☐ Set goals that are exciting.
- ☐ Explain host benefits programme — how to earn points.
- ☐ You will need _____ people to reach your goal.
- ☐ Brainstorm who to invite.
- ☐ Helpful hint: Mix your crowd/bring a friend.
- ☐ Keep guest list with R.S.V.P.s as they come in.
- ☐ Discuss details: Need table, time for demonstration, payment due night of Show.
- ☐ Set date for next call.

SECOND CALL (Date) _____

Purpose: Boost host's enthusiasm and review recipes/
shopping list
Time: 7-10 days before Show

- ☐ How many invitations have been sent? Need more?
- ☐ Ideas to increase attendance if needed.
- ☐ Encourage outside orders for those who cannot attend.
- ☐ Give information about Guest Special (when offered).
- ☐ Discuss recipe options.
- ☐ Ask about guests' hobbies and interests.
- ☐ Explain host point conversion for Super Starter kit.
- ☐ Answer any questions.
- ☐ Set date for next call.

THIRD CALL (Date) _____

Purpose: Confirm number of guests and get directions
Time: Day before Show

- ☐ Express appreciation for her efforts.
- ☐ Update on attendance _____ Maybes _____
- ☐ Ask host to make reminder calls.
- ☐ Reminder: Payment due night of Show.
- ☐ Review ingredients and any advance preparation.
- ☐ Let host know what time you will arrive.
- ☐ Get specific directions.
- ☐ Let her know that you are looking forward to her Show!

My Notes

Menu planning _____

What to bring _____

Directions _____

Estimated Travel Time _____

Expenses:

Mileage _____

Postage _____

Groceries _____

Misc. _____

Additional Notes: _____

After the Show

Date to close Show _____

Show total _____

Number of guests _____

Number of bookings _____

Names of recruits _____

Date cheque received _____

Order posted _____

Thank-you sent _____

☐ Future Show?

Month: _____

☐ Interested in the opportunity?

☐ Shared new catalogue/new products

Date sent

Follow-up

☐ Shared monthly promotion (when offered)

Promotion: _____

Date sent

Follow-up

Promotion: _____

Date sent

Follow-up

Promotion: _____

Date sent

Follow-up

Past host discount expires _____