Host Coaching Checklist

HOST: _____ PARTY DATE/TIME: _____

Host Address:_____ Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Date	Step	
	Immediately	Personally present and review Host Pack contents. - Hostess Welcome Letter (go over each item!) - 3 Catalogs - 3 Sale Flyers - Sales Handouts - TupperConnect handout - Outside order form sheet - 40 guests in 4 minutes
	Immediately (within 24 hours of booking)	Confirm the date in writing with a post card and thank them for being a hostess.
	2 – 3 days after booking:	Call to confirm receipt of guest list. If you haven't received guest list go over 40 names in 4 minutes. Request the list (names, addresses, phone numbers, email addresses) be emailed to you within a few days. Suggest the hostess email her friends to hold the date.
	Two weeks Prior:	Mail Invitations. Remember to mail one to your hostess as well so she can see what the guests are getting.
	Ten Days Prior:	Email to remind hostess of hostess benefits and remind her of her goals.
	One Week Prior: (Pre-Show call)	Call each guest to introduce yourself and share your excitement to meet them. Have the hostess call guests for RSVP's and share her excitement. Remind her to gather outside orders and booking from those unable to attend.
	Week of Show:	Email or call hostess to get final count of guests, confirm directions and your arrival time, room set-up and seating arrangements. Gather outside orders and booking from those unable to attend.

Show Follow-Up Checklist

Date	Step	
	Immediately: (prior to leaving host's home)	Review the sales and booking goals from the Show. Discuss those she will want to contact to place an order of book a show. Offer to assist with this. Set a deadline of 2 days to finalize all orders.
	One day after Show: (Thank you call)	Call each guest to thank them for attending, affirm their selection, confirm you will follow-up with them as they use their product. Ask for referrals of those they recommend you contact to share your products.
	Two days after Show:	Call hostess to gather final orders and bookings. Suggest a 6 month rebooking date for her. Discuss career opportunity.
	Within one day after closing:	Submit orders. Send email to hostess to confirm order submission and shipment schedule.
	3 - 4 weeks after Show:	Call hostess and guests to confirm satisfaction with products, usage, etc. Offer to treat guests to the hostess program. Add each to your email list to included in monthly email updates, mailings, open house, etc.