

# Host Coaching Checklist

HOST: \_\_\_\_\_ PARTY DATE/TIME: \_\_\_\_\_

Host Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Recipe: \_\_\_\_\_

## Initial Host Coaching

- Set the DATE AND TIME!!!
- Present a Host Packet soon after she schedules her party.
- Review the Host Packet contents.
  1. 2 - 3 Catalogs
  2. 2 - 3 Sale Flyers
  3. Other Sales Handouts
  4. Outside order form
  5. Hostess Welcome letter (go over each item!)
- Explain the importance of inviting 40 guests. (Only 25% will even call you!)
- Ask her to list items she would like to receive free or at a discount (Want List - ~\$200)
- Set a date and time for your first Host Coaching call
- Remind her to send you the Guest List ASAP.
- Suggest she would make a great consultant and ask if she has given it more thought or has any additional questions.
- Send Thank you note within 48 hours.

Want List:

_____
_____
_____
_____
_____

## 1<sup>st</sup> Follow-Up Contact

- Build her confidence with praise and encouragement.
- Ask about her Want List and total the value.
- Set a party sales goal.
- Ask about her 'Collecting Buddies'. Determine how many outside orders she would like to collect.
- Discuss the importance of personally inviting her guests either by phone or in person.
- Work with her to get a dating before the party.
- Help her think of additional people to add to her list.
- Set a date and time for your next Host Coaching call.

Recipe:

Demonstration:

_____
_____
_____
_____
_____

## 2<sup>nd</sup> Follow-Up Contact

- Build her excitement by sharing your plans for the party.
- Review progress on her invitation calls.
- Review progress on 'collecting buddies' and her outside orders.

## Final Host Coaching - day/night before the Party

- Ask about the confirmed guests.
- Remind her to personally make guest reminder calls.
- Remind her to keep refreshments simple.
- Verify your arrival time and directions to her party location.

## AFTER THE PARTY

- Send Thank you note!
- Call to confirm host received everything.
- Schedule Anniversary party and/or follow-up with Host.