

hostess coaching checklist

hostess	bookings	potential recruits
Name: _____	Name _____	Name/Phone _____
Address: _____	Workshop Date/Time _____ Phone _____	_____
Phone: _____	Name _____	Name/Phone _____
E-Mail: _____	Workshop Date/Time _____ Phone _____	_____
Workshop Date: _____	Name _____	Name/Phone _____
Time: _____	Workshop Date/Time _____ Phone _____	_____

<p>Hostess packet given</p> <p><input type="checkbox"/> At workshop <input type="checkbox"/> Mailed <input type="checkbox"/> Hand delivered outside of workshop</p> <p><input type="checkbox"/> Send a hand-stamped thank-you card a couple of days after booked workshop</p> <p>Hostess coached</p> <p><input type="checkbox"/> At workshop <input type="checkbox"/> Phone <input type="checkbox"/> In person outside of workshop</p> <p><input type="checkbox"/> 40 Guests in 4 Minutes flyer</p> <p><input type="checkbox"/> Customer Order Forms</p> <p><input type="checkbox"/> Guest Invitation postcards</p> <p><input type="checkbox"/> Wish List form</p> <p><input type="checkbox"/> Hostess Benefits chart</p> <p><input type="checkbox"/> \$225 CAN/ \$150 US minimum qualifying workshop for hostess benefits</p> <p><input type="checkbox"/> Incentive for outside orders (if desired)</p> <p><input type="checkbox"/> Incentive for bookings (if desired)</p> <p><input type="checkbox"/> Incentive for minimum number of guests (if desired)</p> <p><input type="checkbox"/> Incentive for guests who bring a friend (if desired)</p> <p>Two weeks prior to the workshop</p> <p><input type="checkbox"/> Phone call <input type="checkbox"/> In person</p> <p><input type="checkbox"/> Have you called your guests?</p> <p><input type="checkbox"/> Have you followed up with invitation postcards at least 7-10 days prior to workshop?</p> <p><input type="checkbox"/> Will call back two days before the workshop to get a firm count on attendees</p> <p><input type="checkbox"/> What would you like me to demonstrate? _____</p> <p><input type="checkbox"/> Find out guests' stamping abilities</p> <p><input type="checkbox"/> Encourage guests to bring a friend</p> <p><input type="checkbox"/> Encourage hostess to create her own wish list</p> <p><input type="checkbox"/> 7-10 business days for shipping</p>	<p>Two days prior to the workshop</p> <p><input type="checkbox"/> How many guests?</p> <p><input type="checkbox"/> Driving directions</p> <p><input type="checkbox"/> Time you will arrive</p> <p><input type="checkbox"/> Lighting and seating arrangements</p> <p><input type="checkbox"/> Refreshments</p> <p><input type="checkbox"/> Testimonial (Encourage her to offer testimonials of products demonstrated during workshop. This could help her workshop sales.)</p> <p><input type="checkbox"/> Outside orders</p> <p><input type="checkbox"/> Bookings</p> <p><input type="checkbox"/> Ask everyone to bring a friend</p> <p><input type="checkbox"/> Payment methods offered</p> <p><input type="checkbox"/> Set date to close workshop</p> <p><input type="checkbox"/> Any questions?</p> <p>Have I offered my hostess the opportunity to become a demonstrator?</p> <p>After the workshop closes</p> <p><input type="checkbox"/> Hand-stamped thank-you card</p> <p><input type="checkbox"/> Hostess benefits summary letter</p> <p>After order has arrived</p> <p><input type="checkbox"/> Phone call</p> <p><input type="checkbox"/> Did you receive everything?</p> <p><input type="checkbox"/> Any questions?</p> <p><input type="checkbox"/> Opportunity night</p> <p><input type="checkbox"/> Mention any other upcoming events or offers</p> <p><input type="checkbox"/> I'm just a phone call away!</p>
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