

Show Date: _____

Hostess Information Sheet

Name: _____

Address: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Show Date: _____ Show Time: _____

Show Place: _____

Booking Gift: _____

| |
|-----------------------|
| 4 Week Postcard _____ |
| Email Invite _____ |
| 3 Week Postcard _____ |
| 2 Week Postcard _____ |
| 1 Week Postcard _____ |

____ Booking Thank You Letter (1 to 2 Days After Booking)

____ Confirm Show Date (4 Weeks Before Show)

____ Hostess Phone Training (2 Weeks Before Show)

Date Mailed _____

Date Confirmed _____

Date Trained _____

Discuss the Details

____ Packet contents

____ Where will jewelry be displayed?

____ Tables?

____ Lighting?

____ Refreshments - Keep it simple

____ Invitation List - Over Invite!! 10 guests = \$25 in FREE jewelry!

____ Guest List Due Date _____

____ List on Time Gift _____

____ Show promotions

____ Do you understand all the different ways you can get FREE jewelry?

____ Advance Sales - Collect at least \$100 in advance sales

before your show and earn \$25 in FREE jewelry

____ Reminder calls are VERY IMPORTANT!!!

____ Discuss Hostess out-of-pocket

____ Hostess pays sales tax on free jewelry

____ Hostess shipping and handling is only \$4 plus tax

____ Up to 8 half-price items

____ Hostess Letter After Phone Training and Promo Fliers

____ Encouragement Call (2 Days Before Show)

Date Mailed _____

Date Called _____

____ Attendance/RSVP - Bring a friend?

____ Reminder calls!!!!

____ Advanced orders

____ Any questions?

____ Confirm my arrival time _____

____ Post Party

____ Written Thank You (Day Show is Closed) Date _____

____ Import Email Addresses into Newsletter List (MailChimp)

____ Followup to Check on Jewelry Date _____

____ Collect Leftover Catalogs and Supplies

____ 60-Day Check in Call