

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)

\_\_\_\_ Attendance/RSVP - Bring a friend?

\_\_\_\_ Reminder calls!!!!

\_\_\_\_ Advanced orders

\_\_\_\_ Any questions?

\_\_\_\_ Confirm my arrival time \_\_\_\_\_

Date Mailed \_\_\_\_\_

Date Called \_\_\_\_\_

\_\_\_\_ 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