

Host Coaching Checklist

Host Name: _____ Show Date: _____ Time: _____

Address: _____ Phone: _____

Email: _____ Total Sales: _____ # Guests: _____

Bookings:	Name	Phone	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact #1

When Booking a New Show:

- Thank the Host and set a Show date.
- Give Host a Host Planner and review it with her.
- Ask what area of her home she wants to transform: _____
- Host Packet can be given now or 7–10 Days before the Show. See box below marked “7-10 Days” for Host Packet contents.
- Invite new Host to consider the Business Opportunity; let her know you would love to have her on your team
- Be excited and let her know how much fun it’s going to be!

When You Receive her Guest List:

- Send **Thank you for Guest List letter***. Send immediately if the show is taking place within two months; send two months before show date if booked further out.
- If the list is fewer than 30, encourage her to add more people.

Contact #2:

7-10 Days Before the Show:

- Send invites to Guests, and a Host Packet containing any of the following that you may not have given her yet:
 - **Your Invitations are Sent letter***
 - 1 or 2 Idea Books
 - 5 extra invites
- ShowCase Flyer
- Guest Order forms (2 or 3)
- Host specials Flyer

Contact #3

3-5 Days Before the Show:

- Call to Host:**
 - Find out what is on her Wish List, and ask if she has an area she would like to transform. Let her know the sales & bookings needed to reach her goal
 - Ask if she has thought any more about the Business Opportunity; this could be her Grand Opening.
 - Have her contact each Guest (phone, email, or text)
 - Emphasize importance of reminder calls/texts on the day of her Show (you or her); invite everyone to bring a friend.
 - If friends can’t make it, show them a catalog or ask them to take a look online. They can place their orders ahead of time either online or with the Host. Ask each person that can’t make it if she’d like to book a show.

The Evening of:

When you arrive:

- Tell the Host you’re excited to see what she’ll earn and help her transform her space!
- Set closing date

After the show (sitting down with the Host):

- Fill in Your Host Rewards flyer and go over Guests and goals with the Host.
- Coach to the next level and to earn the Host Bonus of her choice.

After the Show Has Been Submitted:

- Send **Thank You After Show letter*** to Host
- Mass “thank you” email to Guests
- Customer Care calls after the Guests have received their product

*Found in New Representatives > Training Guide & Forms > Downloadable Forms. This checklist is also available.