

## Host Coaching Checklist

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

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

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

### Initial Host Coaching

- Set the DATE AND TIME!!!
- Presented a Host Packet soon after she booked her party.
- Reviewed the Host Packet contents.
  1. Catalogs
  2. Sale Flyers
  3. Extra Sales
  4. Outside order form
  5. Incredible Party Letter (go over each item!)
  6. How to collect orders sheet.
  7. Recipe and Ingredients (optional - can talk about this on coaching call)
- Explained the importance of inviting 40 guests. (Only 25% will even call you!)
- Asked her to list items she would like to receive free or at a discount (Wish List)
- Set a date and time for your first Host Coaching call
- Reminded her to send you the Guest List ASAP.

### First Follow-Up Contact

- Build her confidence with praise and encouragement.
- Asked about her Wish List and totaled the value.
- Set a party sales goal.
- Determined how many outside orders she would like to collect.
- Discussed the importance of a personal invitation from her to potential guests.
- Helped her think of additional people to add to her list.
- Set a date and time for your next care call.

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

- Build her excitement by sharing your plans for the party.
- Suggested she would be great at doing what you do (recruiting seed!)
- Review progress on her invitation calls.
- Review progress on outside orders.

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

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