

Your Party/Show Checklist

Hostess Name _____ Date of Show _____

Phone Number _____ E-mail Address _____

Address _____ City _____ Zip _____

Important information _____

Hostess Packet:

Recruiting Information?..... Y N
 2 Catalogs?..... Y N
 3 Flyers? Y N
 Order forms? Y N
 Host Wish List? Y N
 Host Challenge? Y N
 Monthly Specials? Y N
 Business Card? Y N
 Self Addressed Stamped Envelope? Y N

Party Planning – Before the Party

Give Hostess Packet Y N
 Thank You Postcard Y N
 Prepare Invitations Y N
 Sent Invitations Y N_____

Invitations in mail post card Y N_____

Reminder Phone Call Post Card Y N_____

Guest Folders Put Together Y N

Gifts for the Party

Door Prizes: _____

Hostess Gifts: _____

Other Gifts: _____

Party Planning – Party Day & Follow Up

Call Hostess for last min info Y N
 Arrive at Party Early Y N
 Collected Door Prize Forms Y N
 Did Party Y N
 Do Commercial Y N
 Recruit Y N
 Date Party Y N

Enter in orders Y N
 Follow Up Post Cards Y N
 Hand Written Thank you Y N
 Birthday Cards Y N
 Christmas Cards Y N
 Thank You Cards for Guests Y N

Show Data: How did you do?

Hostess Questions:
 • Were reminder phone calls made Y N
 • Pass Catalogs around to Friends Y N
 How Many Guests In Attendance? _____
 How Many Brought a Friend? _____
 Sales:
 At Party: _____ Guests: _____
 Friends of Guests: _____
 Bookings? _____ Recruit Leads? _____

Sales Information:
 Did you sell any Sets? Y N_____
 Did you sell Cash and Carry? Y N_____
 Did you Sell any Gift Cards? Y N_____
 Comments and feelings about Party/Show: _____