

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: _____

