

# Hostess Coaching Checklist

The purpose of the Hostess Coaching Checklist is to help the hostess invite her guests in a way that creates interest and will increase attendance and decrease cancellations.

## HOSTESS COACHING STARTS AS SOON AS YOU HAVE A DATE ON THE CALENDAR

1. Ask her to start making a wish list of the items she would like to earn.  
*\*Send her a link until you can get a hostess packet with a catalog to her.*
2. Ask her if she has time to go over some great tips on inviting now or would she rather schedule a call for tomorrow.

### CALL #1

- ☐ Help her make a list of WHO to invite. Include people who love:
  - Missions
  - Empowering women
  - Jewelry & fashion
  - Parties & people
  - Encourage guests to bring friends
- \*AND PEOPLE YOU DON'T KNOW\**
- ☐ Talk with her about HOW to invite.
- ☐ CALL instead of message their Top 10 (yes, it makes a difference!)
- ☐ Send paper follow-up invitations
- ☐ Send a few texts with reminders & photos of items they love
- ☐ Set up a FB event for out of town guests
- ☐ Send those guests a catalog if possible

### CALL #2

- ☐ Ask her about her wish list items, which is she most excited to earn?
- ☐ Get her current RSVPs and encourage her to invite more guests if necessary, to reach her wish list goal.
- ☐ Remind her to keep refreshments simple.
- ☐ Suggest that she have an open space for you to set up.
- ☐ Remind her that you will be there about 30-45 minutes early to set up.
- ☐ Ask her to identify those friends who she thinks would be interested in hosting.
- ☐ Encourage her to make reminder calls to her “yesses” and “maybes” to increase attendance.

TRADES *of* HOPE