

Hostess Checklist

HOSTESS NAME:

PARTY DATE:

BOOKED FROM:

PARTY TYPE:

PRE-PARTY TO DO LIST:

- Hostess Rewards Goal
- Total party guest goal
- Hostess in VIP Group
- FB Friends with Hostess
- Ask hostess to look at join info/invite to discover

PARTY-TIME CHECKLIST:

- Set up group/chat/coach hostess on house set-up
- Give hostess invite script
- Encourage hostess on number of guests based on responses
- Coach hostess on welcome post/text/reminder script
- Give hostess shopping link/instant party link to send to "nos"
- Encourage last-minute invites/guest interaction

PARTY CLOSE-OUT:

- Give update on party total with # of orders needed for goal
- Give deadline follow-up script
- Remind to follow up with those who were sent instant party
- Encourage follow up for more orders to hit goal after deadline
- Follow up on invitation to join-kit coupon
- Hostess Order

RESULTS

TOTAL GUESTS:

TOTAL CUSTOMERS:

HOW MANY WERE NEW:

TOTAL SALES:

BOOKINGS:

TOTAL VIP GROUP JOINS:

HOSTESS RE-BOOKED FOR:

PERSONAL NOTES: