



Hostess Coaching at a Glance

Hostess _____

Phone _____

Person-to-Person Show Set-Up:

- ___ 1. Give new hostess **Set-Up Envelope** - Party Date card, Guest List form, Theme Party Flier, Wish List.
- ___ 2. Set party/presentation date for within thirty days; assign task of completing guest list.
- ___ 3. Schedule date within one week to meet hostess, pick up list & postage and plan the party.
- ___ 4. ***Think-About- It Packet** – Catalogue, Hostess Benefits & Theme Flier

Triple ONE System:

- ___ 1. Mail thank you card to hostess **ONE** day after scheduling the party/presentation.
- ___ 2. Meet hostess within **ONE** wk after scheduling party/presentation to pick up completed guest list, postage and plan party.
- ___ 3. Call hostess **ONE** day prior to the party for directions, guest numbers and last minute details.

Step-by-Step Experience of Person-to-Person Coaching:

Bring: Gift, date book, catalogues, company specials, Party Date Cards, Hostess Plan, order forms, Curiosity Packet, theme party flyers, Share Book & Wish List

- ___ 1. Arrive 5 minutes early
- ___ 2. Acknowledge your Hostess upon arrival – be confident, authentic, enthusiastic and genuine
- ___ 3. Casual conversation (about 10 mins.) *"How's life going...?"*
- ___ 4. Create theme party and give hostess example of how to invite guests (5 min.). **Theme Party Flier.** Collect guest list & postage.
- ___ 5. Review what they can earn, specials and set a goal (5 min.). **Hostess Plan & Company Specials**
- ___ 6. Outside orders (5 min.) – this can get hostess extra credit. **Catalogues & Order Forms**
- ___ 7. Outside bookings (5 min.) **Party Date Cards.**
- ___ 8. The Steps to Ensure Success (5 min.) – reminder calls, five outside orders, secure one booking.
- ___ 9. Share the business (10 -20 min.) – share your story, ask for a referral. Invite hostess to a local event; *"Have you ever thought about doing what I do?"* **Gift, Curiosity packet, date book & Share Book (Wish List).**