

COACHING CHECKLIST

Hostess: _____

Party Date: _____

- r Hostess packet to hostess & meeting to go over it
 - o Show hostess credit items and explain each part of hostess credit;
 - o Determine how much free product she wants and what items she wants to spend it on above and beyond hostess items;
 - o Solidify how many invitations she is mailing and when;
 - o Review "40 Names in 4 Minutes" if needed;
 - o Review "How to Have a Great Class" flyer with hostess and how to invite guests;
 - o Discuss time line for calling guests after invitations have gone out;
 - o Discuss and review outside orders;
 - o Stressed: "Number one requirement for earning this much free product is that I can communicate with you easily. If I contact you, I need you to get back with me right away." Obtain email, home phone, cell phone, work phone, texting and Face Book information from hostess. Determine preferred method of communication.
- r Send thank you aren't you excited postcard to hostess day of meeting to review Hostess Packet or day after at the latest;
- r Call hostess evening or day after invites were to be mailed to see if they were mailed and how many send, and to discuss her timeline to call guests who received invites. Review outside orders and check on progress.
- r Call hostess day after she was to start calling and review progress on guest attendance and outside orders.
- r Check in with hostess periodically to see how calling guests for attendance is going and check on outside order progress; handle any problems with encouragement and solutions; do not be tempted to step in and handle by doing all the work;
- r Arrive at party at least ½ hour early for "kitchen coaching" with hostess
 - o Review guest list of at last 10 people to see who's not coming and date a second party for the hostess in the next two weeks for people who could not attend and to insure her 2 to 3 bookings from party;
 - o Review outside orders, if not all there suggest she quickly make some alls or give her another 24 to 48 hours (max.) to get them in for her free product;
 - o Ask her, "Who's coming today that would be good doing what I do...how about you?" Suggest she watch you and see if it looks fun;
- r After the party, follow through on next party booked with her and send thank you note for the party just done.