



HOST CHECKLIST

Host Name: _____ Phone: _____
 Address: _____
 Email: _____

Contact	To Do	When	Notes	Done!
1st	Review Hostess Packet	Day she sets a date	Review Hostess Packet and get her list started. Set Party Goals	
2nd	Sent 'Thank you for booking' note	Within 24 hours of setting date	EXTREMELY IMPORTANT STEP	
3rd	Call to confirm invitations happening	3-4 days after date has been set	Remind her to over-invite and to get pre-orders from those who can't attend	
4th	Call to encourage	One week before Spa and Wellness Party	Check in to see how things are going, mentioning the products she wants and the fun you'll have	
5th	Call for directions and get headcount	Day before Spa and Wellness Party	Get directions and reassure her it will be a great Party	
6th	Do the Spa and Wellness Party	On the original date!	Arrive 30 min early and talk to her about the idea of her becoming a Consultant. Learn about the guests.	
7th	Close the Spa and Wellness Party	2 days after the Spa and Wellness Party	Make sure to close within 2 days.	
8th	Send 'Thank you for a great Party' note	Day after you close the Spa and Wellness Party	Important for building the relationship!	
9th	Call to invite for interview and/or attend local meeting	7-10 days after product delivered	This is an ideal time to have her learn more about joining your team - she has just had a great JE experience!	