

Consultant Party Checklist

_____ Mail "Thanks for Scheduling" Postcard
_____ Deliver Hostess Packet If you didn't give @ CELEBRATION
_____ First Call to Hostess - *To Plan & Coach!*
_____ Set up her account number - *Have her activate this so she can start working on a book to share with her guests*

*GO OVER ALL the Hostess Benefits & few duties with her

- Make sure you give her a sample book to show to friends and family
- go over the host rewards program, or any other incentives you may have
- go over any Host or Client specials
- Have her view the Heritage Makers CD
- Have her make a guest list to give to you, so you can send out reminder cards
- Share with her the Heritage Makers Consultant Opportunity

*HAVE HER OVER-INVITE; share with her not to decide for someone if they want to attend or not; carry extra invitations to give out; invite guests from different groups of friends

*Have her call or hand out invites 7-10 days before celebration; Evite is good way to invite and have people respond. Follow up on those who don't open invite.

*MAIL reminder cards 5 days before celebration

*PEOPLE who can't attend; ask for outside orders - really adds up.

*GET OUTSIDE ORDERS & BOOKINGS. Explain that orders are shipped direct AND they don't have to be @ the party to book!

*DO REMINDER CALLS because people forget; bring a friend & they'll "get a gift"; offer to do her calls "for her!"

*REFRESHMENTS - Keep'm very simple!

*REMIND HER to make reminder calls

_____ Second Call to Hostess - *2 Weeks Prior to Show*

*Have guests been invited, by calling or giving invite?

*Remind hostess to show catalog to those who can't attend, and encourage her to get outside orders - they help boost her sales thus earning her more FREE storybooks!

_____ Third Call to Hostess - *3 or 4 Days Prior*

*Guest total so far; offer suggestions - husband's office, teachers, relatives, neighbors, children's classmate's moms, etc.

*Ask hostess to make reminder calls; CALL everyone especially RSVP's because they can forget; OFFER to make her calls

*Bring a friend get a gift

*Get directions and arrive early

_____ Fourth Call to Hostess - *Day Before or Day of Party*

*Get the final guest count

*Leave in plenty of time to get there and set up

_____ Fifth Call To Hostess - *Day After the Party*

*Call & leave message how much you enjoyed the Celebration!

_____ Email Clients - *After the show or Day After the Party*

*Email clients to thank them for their order, requirements for their computer, and storybook planners of books they ordered, their account ID # and instructions on how to activate their account.

_____ Sixth Call to Hostess - *2 or 3 Days After the Party*

*Calling to Close Party

*Get any additional order information

*Make arrangements to collect additional payments

*SHARE OUR opportunity with her - she's the BEST CANDIDATE!

_____ Send Thank you letter - *After the party is closed*

*Send letter Thanking her for having Celebration, and show her how much she earned as a Host and how much she could have earned if she had been the consultant.

_____ Send Email to Clients - *After the party is closed*

*Email guests & let them know you appreciated their order, and for attending the celebration. Let them know you'll be there to help them in any way and let them know how much they helped the host in receiving FREE storybooks.

Acct ID # _____

PARTY INFORMATION

Hostess Name _____

Show Date/Time _____

Address _____

Email _____

Phone HM _____

WK _____

CELL _____

Best time to call _____

Hostess Name party book from _____

Party # _____

Total Retail party Sales: \$ _____

Total Host Rewards: \$ _____

YOUR Commission earned: \$ _____

MISCELLANEOUS NOTES:

HOSTESS SUMMARY:

use reverse side for more space to enter information below

Dated Bookings were scheduled with (name & phone #):

1. _____
2. _____
3. _____
4. _____
5. _____

Total Hostess FREE Earned: _____

Monthly Special (if applicable): _____

Hostess Special Selection:

1. _____
2. _____

Client, Total order, account ID #, email date:

1.Name _____	\$ _____	Acct# _____	E _____
2.Name _____	\$ _____	Acct# _____	E _____
3.Name _____	\$ _____	Acct# _____	E _____
4.Name _____	\$ _____	Acct# _____	E _____
5.Name _____	\$ _____	Acct# _____	E _____
6.Name _____	\$ _____	Acct# _____	E _____
7.Name _____	\$ _____	Acct# _____	E _____
8.Name _____	\$ _____	Acct# _____	E _____
9.Name _____	\$ _____	Acct# _____	E _____
10.Name _____	\$ _____	Acct# _____	E _____
11.Name _____	\$ _____	Acct# _____	E _____
12.Name _____	\$ _____	Acct# _____	E _____
13.Name _____	\$ _____	Acct# _____	E _____
14.Name _____	\$ _____	Acct# _____	E _____