



HOSTED EVENT CHECKLIST

NAME _____ SHOW ID# _____ SHOW DATE & TIME _____

ADDRESS _____

PHONE _____ EMAIL _____ 45 DAYS END _____ / _____

WHEN TO DO	WHAT TO DO	COMPLETED
As soon as a show is dated:	<input type="checkbox"/> Coach your hostess and review the entire Hostess Packet. <input type="checkbox"/> Be sure to cover each point on the <i>HOW TO BE AN AMAZING HOSTESS</i> .	
The day after the Show is booked:	<input type="checkbox"/> Send your hostess a note thanking her for planning a Show <input type="checkbox"/> Send a "Save the Date" text that she can send to those she is inviting. (marGo is a great option.) <input type="checkbox"/> Send a Facebook Friend Request. <input type="checkbox"/> Set up a Facebook Event. <input type="checkbox"/> Receive Guest List by _____ / _____	
The day after Guest List is received:	<input type="checkbox"/> Thank hostess for sending Guest List. <input type="checkbox"/> Determine with hostess the best day to send invitations. <input type="checkbox"/> Send invitations on _____ / _____	
The day after invites are sent:	<input type="checkbox"/> Send hostess a text invitation to forward to her guests. <input type="checkbox"/> Let your hostess know that the invitations have been sent. The <i>INVITATION FOLLOW-UP</i> is in the Learning Center.	
When the situation feels right:	<input type="checkbox"/> Talk with the hostess about the L'BRI opportunity.	
3-4 days before the Show:	<input type="checkbox"/> Encourage her to make reminder calls or send a marGo SocialGram to everyone invited. <input type="checkbox"/> Ask her to suggest guests bring a friend and receive a free gift from you! <input type="checkbox"/> Remind hostess that her event will be more successful if she has invited everyone personally by phone or in person.	
After the Show is held:	<input type="checkbox"/> Review the <i>HOSTESS REWARDS RECAP</i> so your hostess knows how she can add to her Rewards. Fill out this form for her at the end of her Show. (Forms are in the Learning Center.) <input type="checkbox"/> Follow up to determine her final Hostess Rewards. <input type="checkbox"/> Determine with hostess the date the show will close. <input type="checkbox"/> Close show on _____ / _____	
The day after the Show closes:	<input type="checkbox"/> Thank your hostess again.	