



# HOSTESS COACHING 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:	Coach your hostess and review the entire Hostess Packet with her. Be sure to cover each point on the "How to be an AMAZING Hostess!"	
The day after the Show is booked:	Send your hostess a note thanking her for planning a L'BRI get-together.	
	Send a Facebook Friend Request.	
	Set up a Facebook Event.	
	RECEIVE GUEST LIST BY: _____ / _____	
The day after Guest List is received:	Send your hostess a note thanking her for sending her Guest List, and let her know when you will be sending invitations.	
Determine with hostess the best day to send invitations:	SEND INVITATIONS ON: _____ / _____	
The day after invites are sent:	Let your hostess know that the invitations have been sent. Refer to the "Invitation Follow-Up" that is in the Learning Center.	
When the situation feels right.	Talk with the hostess about the L'BRI opportunity.	
3-4 days before the Show:	Contact your hostess and encourage her to make reminder calls to everyone invited. Ask her to suggest they bring a friend and receive a FREE GIFT!	
After the Show is held:	Review the "Hostess Rewards Recap" so your hostess knows how she can add to her Rewards. Complete this form for her at the end of her Show. (Forms are in the Learning Center.)	
	Follow up to determine her final Hostess Rewards.	
	CLOSE SHOW ON: _____ / _____	
The day after the Show closes:	Thank your hostess again.	