

HOST INFORMATION

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE (H) _____ (O) _____
 BEST TIME TO CALL _____ MONTH INTERESTED _____
 E-MAIL _____

PARTY DATE _____
 PARTY TIME _____
 CITY _____ PARTY # _____
 HOST PACKET GIVEN? YES NO DATE SENT _____
 OFFERED PC OPPORTUNITY? _____
 BOOKED FROM _____

PERSONAL INFORMATION	HOST GOALS	AFRICAN ITEMS OWNED

FIRST CALL DATE _____

- Set or confirm party date.
- Help host set goals—what products does the host want?
- Explain host program.
- Overinvite!
 - 40 names.
 - Mix the crowd.
 - Ask everyone to bring a friend.
- Encourage host to invite with enthusiasm!
- Keep guest list updated with RSVPs.
- Cover the details.
 - Table needed.
 - Demo will last approximately ___ minutes.
 - Payment due at party; explain payment options.
- Set date for next call: _____

SECOND CALL DATE _____

- How many invitations sent? Need more?
- Ideas to increase attendance, if needed.
- Ask guests to help out host, bring snacks.
- Encourage outside orders; explain how to calculate.
- Explain Guest Special; tell outside orderers about it!
- Any products host particularly wants shown?
- Ask about guests' interests or hobbies.
- Get permission to burn oil in host's home.
- Any questions? Stress the team effort between you and your host.
- Set date for next call: _____

THIRD CALL DATE _____

- Express appreciation for host's efforts.
- Expected attendance: _____. Maybes: _____.
- Ask to make reminder calls and check back with guests who haven't yet RSVP'd.
- Reminder of payment due at the party (or within one week).
- Let host know what time you'll arrive.
- Get directions and estimated travel time. (Keep phone number with the directions, and leave it at home as well.)
- Tell host how much you're looking forward to the party.

COMMENTS

PRODUCTS TO BE DEMONSTRATED	EXPENSES
	Mileage _____ Gifts _____
	Tolls _____ Misc. _____

DIRECTIONS

DATE TO CLOSE PARTY _____

DATE PAYMENT RECEIVED _____

THANK-YOU SENT _____

PARTY INFO SENT TO AI _____

SHOW TOTAL _____

NUMBER OF GUESTS _____

FUTURE PARTY MAILING LIST

BOOKINGS (Eligible for Monthly Host Special for six months.)

Name	Phone #	Date Booked
_____	_____	_____
_____	_____	_____
_____	_____	_____