**Hostess Coaching Checklist**

Hostess Information Date of Show

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Task | Date To Be  Completed | Complete |
| Hostess packet sent or given at show |  |  |
| “Thank you for booking” postcard sent |  |  |
| Guest list received |  |  |
| Invitations sent |  |  |
| “Your invites are in the mail,” or “By now your invites should be in the mail” postcard sent |  |  |
| Call for directions and see how many guests |  |  |
| “It was a pleasure” postcard or thank you note |  |  |
| Follow-up call 10-14 days after show and guest  Thanks you/Pleasure meeting you postcards mailed |  |  |