

The Power Hour

Hostess Coaching Checklist

Hostess Information

Name _____

Address _____

Phone _____

Email _____

Date of Party

	Date to be Completed	Completed
Hostess packet sent or given at party.		
"Thank you for booking" letter sent.		
Guest list received.		
Phone call: "Received your guest list. Be sure to call your guests."		
Invitations sent.		
Pre-profile guests.		
"Your invites are in the mail," or "By now your invites should be in the mail" letter sent.		
Booster call: "Have you heard from guests?"		
Call for directions.		
"It was a pleasure" letter or thank you note sent.		
Follow-up calls 10-14 days after party to all guests.		