

Host Coaching Envelope Checklist

Show Date & Time: _____

Host Name: _____

Address: _____

Phone: _____

E-mail: _____

- MAC made
- "Thank you for booking" note to host.
- Invitation labels & postage returned
- Date invitations to be mailed (at least 2 weeks prior)
Date: _____
- Reminder Call for Host Coaching (day before coaching)**
- 1st Party Reminder Call (2 days before party)**

Current guest count: _____

- Remind host to all everyone today or tomorrow
- Give suggestions to increase attendance/outside orders

Third Call (2 days prior to show)

- 2nd Party Reminder Call (Day before party)**

Final guest count: _____

Notes