

# PURE ROMANCE

*Empower. Educate. Entertain.*

## HOSTESS PARTY PREP FORM

The Hostess Party Prep Form is designed for you to use as you start the Hostess coaching process. Utilize the checklist to make sure you cover important pre-party details.

Hostess name:	
Phone:	
Email:	
Best time to call:	
Preferred method of communication:	
Party date:	
Party theme:	
Invite method:	
# of guests invited:	
Goals for the party:	Retail sales:                      Parties:                      Leads:
Hostess call #1	
Hostess call #2	
Hostess call #3	

### HOSTESS CALL CHECKLISTS

#### CALL #1

- ✓ Call within three days of booking.
- ✓ Review Hostess Packet.
- ✓ Confirm its still a good time.
- ✓ Answer any of her questions.
- ✓ Work through the Hostess Party Prep Questions.
- ✓ Help her create her guest list (over-invite).
- ✓ Review your incentives.
- ✓ Encourage Outside Orders.
- ✓ Tell her about the business opportunity.
- ✓ Set the date for the next call.
- ✓ Thank her!

#### CALL #2

- ✓ Call 7-10 days prior to party.
- ✓ Answer any of her questions.
- ✓ Ask her how many guests she's expecting.
- ✓ Get her excited for her party.
- ✓ Remind her the free product she could earn.
- ✓ Set a date for the next phone call.
- ✓ Thank her.

#### CALL #3

- ✓ Call 24-48 hours prior to the party.
- ✓ Confirm directions to the party.
- ✓ Tell her you're looking forward to her party.
- ✓ Let her know when you will be arriving.
- ✓ Confirm the number of guests she is expecting (bring a friend!).
- ✓ Encourage her to make phone calls to remind guests.
- ✓ Remind the Hostess only Women over 18 years of age allowed.
- ✓ Show excitement.
- ✓ Thank her!

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## HOSTESS PARTY PREP FORM QUESTIONS

Use these questions during your first Hostess coaching call to help you learn about your Hostess and the type of party she wants to host.

### **What was your main reason for booking a Pure Romance party?**

This question helps you uncover her WHY (free product, fun night out, etc.)

- ➔ If it is free product, what is on her wish list? Give her suggestions for obtaining this, such as getting outside orders from anybody over the age of 18, men included.
- ➔ If it is for fun, what is her vision for a fun party?

### **Who will you be inviting to your party? Friends, family, work friends? Tell me a little bit about your guests (age, relationship status, interests).**

This question helps to give you some insight into who will be attending. You can tailor the party to your guests to give them the party they want.

### **Do you have any time constraints for the party?**

This may only apply to weekday parties or Hostesses with children, but it's always nice to know.

### **Would you be interested in holding a theme party? If you have something in mind, I would be glad to work with you or I'm happy to make some suggestions.**

Theme parties can add a new level to a party that the Hostess may really want.

### **Fun facts about your Hostess!**

This is a great place to take notes of anything you want to remember about your Hostess. You can reference this information on future calls and at the party.