

## 10 Contact Times

1. At the show, when you meet and book the new host.
2. The next day an email letter should be sent by email, thanking you new host for scheduling her/his show. **(Passout – Thank you for Booking a Show)**
3. Two days after the show is booked, do your **FIRST HOST COACHING CALL**.
4. Three or four days later, touch base by email letting her/him know that you received her/his guest list and have sent out the invitations. In your email you should say: “Please don’t expect every guest to call you. They will need a personal call from you to remind them of the show”. **(Passout – Your Invitations Are In the Mail)**
5. Two to three days after the invitations have been emailed, do your **SECOND HOST COACHING CALL**
6. Booster call, three to four days before the show, asking how many guests she/he has heard from; reminding her/him not to expect every guest to call her to R.S.V.P., but to call everyone with a personal invitation, as that will boost attendance. Ask (or remind) people to bring a friend to the show.
7. One to two days before the show, do your **THIRD HOST COACHING CALL**
8. Call on the day of the show to reassure your host by telling her/him not to worry about those who are not able to come; instead, focus on those who are coming.
9. Email “Thank you for having a show” letter, saying it was a pleasure to have her/him as a host, along with information on how the product will be shipped and copies of the receipts (if any orders were added onto the party after the show). **(Passout – After the Show)**
10. Ten to fourteen days after the product is received, place a follow-up call to your host to ensure that her/his guests are enjoying their products. Any customer service issues should be handled at this time.