

Thank you for Booking a Show

(To be sent by Email the day after she/he booked)

Dear **(Host)**,

Thank you for scheduling your show, I have reserved **(date and time)** for you and your guests. I look forward to giving you lots of free and discounted products! To make sure your show is as successful as possible, please follow these easy steps.

Attendance

A personal invitation by phone from you, sharing your excitement about the show will go much further for getting a good response. Encourage them to save the date and let them know that an invitation with the details will follow by email.

Invitation List

Please complete your guest list and email it to me at _____ ASAP!
Always try to over invite. Typically, one-third of those invited will actually be able to attend the show. I will be happy to email each guest with a special invitation!

Outside Orders

Ask the guests who are unable to attend your show to place an order. All orders count toward your total show sales. Please collect full payment on all orders. We do accept VISA and MasterCard, cash, and personal cheques should be written payable to me.

Bookings

If someone is unable to come and is disappointed, encourage them to book their own show. This, along with some outside orders, will guarantee that you will receive everything on your wish list!

Refreshments

Please do keep it simple, finger foods are best! Hosting a show should be fun and easy, so relax and don't worry about anything!

Again, thank you! I know that you will be an excellent host, and I'm looking forward to your show! If you have any questions please don't hesitate to call.

Sincerely,
