

HOSTESS WORKSHEET I

PARTY DATE: _____

HOSTESS: _____

BOOKED FROM: _____

ADDRESS: _____

PHONE NUMBERS: _____

| ■ FIRST CALL ___/___/___ | NOTES/DIRECTIONS |
|---|------------------|
| ___ Set or confirm date | _____ |
| ___ Hostess Packet In Mail Includes | _____ |
| ___ Guest List | _____ |
| ___ Start Wish List | _____ |
| ___ Cancellation Policy | _____ |
| ___ I'll call to make sure you receive packet | _____ |
| | _____ |
| | _____ |
| ■ Second Call ___/___/___ | _____ |
| ___ Have you received your hostess packet? | _____ |
| ___ Read It? Understand It? Questions? | _____ |
| ___ Working on guest list? | _____ |
| ___ Count on 1/3 guests to show | _____ |
| ___ Outside orders – need more books? | _____ |
| ___ Party Squares? | _____ |
| ___ Have your wish list? | _____ |
| ___ I'll call soon to get directions | _____ |
| | _____ |
| ■ Third Call ___/___/___ | _____ |
| ___ Get directions | _____ |
| ___ How many guests expected? | _____ |
| ___ How many outside orders? | _____ |
| ___ Party Squares? | _____ |
| ___ Hostess credits START at a \$ ___ party | _____ |
| ___ Will be there early to set up | _____ |
| ___ Place to set up – table/will bring own? | _____ |
| ___ Need a separate room for ordering | _____ |
| ___ Will need help getting guests into order room | _____ |