



Belinda Ellsworth
and STEP INTO SUCCESS

Host Coaching

Host Information:

Name: _____

Address: _____

Phone: _____

Email: _____



DATE OF SHOW:

	DATE TO BE COMPLETED	COMPLETE
Host Packet Sent or Given at Show		
"Thank You for Booking" Letter Sent		
Guest List Received		
Phone Call: "Received your guest list. Be sure to call your guests."		
Invitations Sent		
"Your invites are in the mail" or "By now your invites should be in the mail" Letter Sent		
Booster Call: "Have you heard from guests?"		
Call for Directions		
"It was a pleasure" Letter or Thank You Note Sent		
Follow-Up Call 10-14 Days After Show		