



Belinda Ellsworth
and STEP INTO SUCCESS

Host Coaching Checklist

Host Information

Name: _____

DATE OF SHOW

Address: _____

Phone: _____

Email: _____

Date to be Completed

Complete

_____ Host Packet Sent or Given at Show

_____ 'Thank You for Scheduling' Message

_____ Guest List Received

_____ Guest List Call

_____ Invitations Sent

_____ Invitations Message

_____ Booster Call

_____ Call for Directions

_____ Thank you Note Sent

_____ Follow Up 10-14 Days After