



### **Sample Email #1**

**Thank you for Hosting - To be sent the day after they book.  
(To personalize, copy and paste the words below into an email.)**

Dear (Host),

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

#### **Attendance –**

A personal invitation by phone/email/message 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 either by mail or email.

#### **Invitation List –**

Please return your completed guest list by mail or email 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 mail each guest a special invitation!

#### **Outside Orders –**

Ask the guests who are unable to attend your show to place an order. All orders count towards your total show sales. Please collect full payment on all orders, or tell them they can order online at \_\_\_\_\_. We do accept credit cards, and personal checks may be written out to me.

#### **Bookings –**

If someone is unable to come and is disappointed, encourage them to book their own show. This, along with five outside orders, will guarantee 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 am looking forward to your show! If you have any questions, please don't hesitate to contact me.

Sincerely,

Name, Company

Phone

Email

Website