

☺ Hostess Information Form ☺

Hostess Gift: _____ Circle One: _____ Ship or Give _____

Last Name: _____ First Name: _____

Home Show Address:* _____

Hostess Address: _____

Home Phone: _____ Work Phone: _____

Other Phone: _____ Best Time to Call: _____ Texter: Y or N _____

E-Mail Address: _____

Birthday: _____ Anniversary Date: _____

Home Show Date: _____ Home Show Time: _____

*** Directions to Home Show**

To Be Filled Out by Jeweler

Booked From: _____

Hostess Coaching Date: _____ Time: _____

Confirmation Note and/or Call: _____

Table Needed: Y or N Invitations Her Sending # Given: _____
 Lights Needed: Y or N (Circle One): Me Sending Mailed On: _____

Before Show

Save the Date Postcard: _____
 Keep your Date Postcard: _____ One Week Call Prior to Show: _____
 Get 3 bookings Postcard: _____
 Reminder Phone Calls Postcard: _____ Final Call (24 to 48 hours prior): _____

After Show

Show Entered into Computer _____ Hostess Reciept Printed _____
 Date Show was sent to Premier _____ PD Order Reciept Printed _____
 Thank You Note Mailed w/ hostess reciept: _____

Follow Up

1 week follow up call _____
 1 1/2 month follow up call _____
 6 month follow up call _____

Comments: _____
