

# 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	_____