



- Gave Hostess Packet
- Sent Thank You card
- Received invite list
- 1 month reminder call/email/text (tic-tac-toe)
- 3 Week Call / Contact
- Sent invites / Copy to hostess
- 2 Week Call / Contact
- 1 Week Call / Contact
- 24/48 hr. Before show Call
- Show Held
- Show closed/  
Deposit \$
- Track profit/expenses
- Sent Thank You card
- 2 week call
- 2 month call

<b>Date</b>	<b>Hostess Name /</b>
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**NOTES:**