Presentation Tracker

Host Name + Date —>										
I GAVE HOST INFO PACKET										
*I COACHED HOST #1										
I HAVE GUEST LIST										
I SENT EVITES/INVITES										
**I COACHED HOST #2										
I CALLED GUESTS TO INTRODUCE MYSELF										
I HELD THE WORKSHOP										
I SENT THANK YOU NOTE TO HOST										
I ADDED NEW EMAILS TO MY LIST										
I CALLED ABSENT GUESTS										
I PLACED ORDERS										
ORDERS DELIVERED										
I PLACED HOST ORDER										
HOST ORDER DELIVERED										
I FOLLOWED UP										
I SCHEDULED 1 ON 1S										
I CALLED REFERRALS										

* Host call #1: Coach on creating guest list. ** Host Call #2: Coach on what to expect at gathering.

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