

Being a Hostess: Frequently Asked Questions

Q. As a hostess what will my responsibilities be?

A. Before your workshop; you will invite your guests, provide a location for your workshop to be held**, and collect orders and payment from those who are unable to attend. During your workshop; you will greet your guests as they arrive and provide light refreshment (optional). After your workshop; you will collect any remaining orders and payments, when your orders come in you will deliver them to your guests.



*** I always suggest you have your workshop at my home. I have a large stamp room that can accommodate 18-20 people. You don't have to worry about cleaning your home before your guests arrive; you don't have to worry about the hubby or kids getting in the way, and you have no clean up afterwards. In addition, as all my supplies are at hand, if your guests want to see something up close and personal – I can just pull it out. (I can't bring my entire stamp room to your home – LOL)*

Q. How many people should I invite?

A. In my experience about half the people you invite will come. A workshop with 8-10 guests is ideal, but you can still have a great workshop with a few more or less.

Q. Why would I want to collect orders from people who cannot attend?

A. These orders will be included in your total workshop sales, which will increase your hostess benefits.

Q. How do I take orders?

A. I will give you a few copies of the Idea Book & Catalog that you can let your guests borrow or they can link to it through my Stampin' Up! website at www.LisaFlynn.StampinUp.net. Make sure any orders you collect are totaled correctly. Shipping charges are 10% of the merchandise total. In Ulster County tax is 8% of the total of merchandise plus shipping. Checks should be made out to Lisa Flynn. I also accept cash, Visa, MasterCard, and Discover.

NET WORKSHOP TOTAL	HOSTESS SETS			HOSTESS AWARDS Free merchandise totaling up to
	Level 1	Level 2	Level 3	
\$150.00 – \$199.99	choice 1	—	—	\$15.00
\$200.00 – \$249.99	choice 1	—	—	\$20.00
\$250.00 – \$299.99	choice 1	—	—	\$25.00
\$300.00 – \$349.99	choice 1 or choice 2	choice 1	—	\$35.00
\$350.00 – \$399.99	choice 1 or choice 2	choice 1	—	\$40.00
\$400.00 – \$449.99	or			\$45.00
	choice 1	choice 1	—	
\$450.00 – \$499.99	or			\$50.00
	choice 1	choice 1	—	
\$500.00 – \$549.99	or			\$60.00
	choice 2	choice 1	—	
\$550.00 – \$599.99	or			\$65.00
	choice 1	—	choice 1	
\$600.00 – \$649.99	or			\$75.00
	choice 1	choice 2	—	
\$650.00 – \$699.99	or			\$85.00
	choice 1	choice 2	choice 1	
\$700.00 – \$749.99	or			\$95.00
	choice 1	choice 1	choice 1	
\$750.00+	or			\$100.00 plus 10% of amount over \$750.00
	choice 2	—	choice 2	

No shipping and handling amounts are charged on hostess benefits.

Q. Do I have to provide food and drink for my guest?

A. No, but is a good idea to at least have a beverage for them. Most hostesses do provide some sort of light appetizer or desert. I recommend keeping it simple, if you put out too much it will distract from the task at hand, **STAMPING!**

Q. Do I have to deliver all of the orders when they come in?

A. It is up to you and your guests how you get their orders to them. You may make them available at your home for your guests to pickup or you may deliver each order. Whatever you choose, please try to get all orders to your guests as soon as possible so that they can begin using their new products.

Q. How do I know what my hostess benefits are?

A. Your benefits are based on your workshop sales. A workshop must have a minimum of \$150 in orders to qualify for any benefits. In the Idea book and Catalog there is a Hostess Benefits chart that you may consult to determine how much you will receive. I recommend you take some time before your workshop to make a wish list of what you would like to get. You can always add to, subtract from, or change your wish list. If you have an

idea of what you would like when it comes time to close your workshop it will help make the process a little quicker. Remember, the sooner we close your workshop, the sooner your guests will get their products.

Q. Can my guests view the catalog before the workshop?

A. As you know our catalog is very big and gives your guest many choices. I do recommend that you encourage your guests to visit my website where they can link to the online catalog. If a guest does not have internet access, please make a catalog available to them.

Q. I don't have enough catalogs, order forms, or invitations, what should I do?

A. Please don't hesitate to call me, I will arrange to get more of whatever you need to you as soon as possible.



If you have any further questions please don't hesitate to contact me.



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