

SPONSOR'S CHECKLIST

What & When with your new jeweler

I. AT SIGN-UP

- Give her appropriate copies of Contract for her records, and the following:
 - *How To Get Bookings Verbiage & New Jeweler Booking Rewards* challenge.
 - Printout of next two calendar months, give her a month-at-a-glance calendar of your choice, or Premier's Jeweler Planning Calendar from Serve-Us-Store.
- Have her write in her Quick Start deadline and all Premier training events on her calendar. These are SO important. *"Those who train remain. Those that don't won't."*
- Give her Hostess Packet and coach her for her very important "Starter Show" (Training Show.)
- Have her fill in the dates of Trainings and other special upcoming Premier events.
- Make a Folder for her. Copies that go in it are:
 - Contract - Booking Rewards - THIS checklist
 - Action Item log - New Jeweler Fun Facts - 180 sheet - Quick Share
- Priority Mail or Fed Ex Contract packet to Premier Designs. Note: If you are sending via Fed Ex, make sure you use the physical street address, not P.O. Box.

II. BEFORE TRAINING SHOW (after NJ nbr is assigned)

- Give her the I'm a New Jeweler, What Do I Do? checklist.
- Start teaching her the Heart of Premier. To honor God and serve people. Integrity and work.
- She can start buying a couple of things like Fabric (3 ½ yds.,) hand-held Mirrors, Dollar Store items. This will be exciting for her! (hold off on giving her the Shopping List)
- Have her create her Jeweler Account on Premier's website.
- Have her sign up to accept credit cards – ProPay.
- Use the special Training Show invitation and send out approximately 10 days prior to TS date. She can also create an e-vite using www.evite.com . NOTE: If her time is limited, assist her with this.
- She can mail catalogs to out-of-state friends and family for presales.
- It is best to use her Jewelry at the Training Show. Go over details like, using mini-safety pins for tagging, save boxes, transfer earrings onto plastic earring cards, put sets together, etc. NOTE: If her time is limited, assist her. If there is not enough time to do this prior to Show, use your jewelry.
- If she has a show booked the week of her Training Show, provide her with a packet for that first hostess. Role Play and ask her to read Hostess Coach section in NJ Handbook.
- Labels and Business Cards from www.vistaprint.com or Premier Designs Incentives.
- Email only the documents needed for items needed at her Training show; i.e., Hostess Packets, etc.
- She is to write (or stamp) her name and phone number on literature; customer receipts, catalogs, etc.
- She is to open up a separate checking account with debit card for Premier business transactions. This is NOT a "business account" just a separate checking account.
- Continue to coach her to focus on getting all four bonuses and 6-9 shows on her calendar prior to her Training Show. Remind her to fill in the Booking Rewards sheet you gave her when she signed up.

III. AT TRAINING SHOW

- Prepare and give her Home Show Cards. Have a set of the same Show Cards so that she can follow along with you at her Training Show. Strongly focus on HER Introduction and Recognition. Introduce her as a NEW Premier jeweler (your daughter) and HOSTESS! SHE will receive all the hostess benefits, jeweler profits and bookings. Thank the guests for supporting her!
- Ask her to share WHY she has joined Premier Designs and WHAT she sees Premier doing for her and her family in the near future.
- Focus on asking at least 3 people to help her “train” on how to present Premier’s business plan. Get those appts on her and your calendar.
- During Checkout Time
 - Show her how to fill out the Customer Orders Forms and receive payment.
 - Let her hear how you ASK for bookings and book 1 on 1s at checkout time.
- It is suggested that you, the Sponsor, pay for incentives for anyone from the Training Show that books and/or meets for an OP or 1on1.
- Have her enter Shows on Her Planner (also hostess coach dates).
- Show her how to finish Hostess paperwork and collect all monies due still allowing hostess time for any additional orders. Remember any “after” orders are to pay with debit or credit card only. However, if hostess wishes to accept checks or cash herself, she may do so and you will charge her account for that amount.

IV. AFTER TRAINING SHOW

- She picks out all her Free jewelry, keeping in mind sample display.
- Walk her through input and transfer of her Training Show. Can be done in person or over the phone.
- She attends the next scheduled New Jeweler Orientation conducted by your area Leadership.
NOTE: She will be given:
 - Quick Share Promotion -Do A 180 -Mileage Notebook -New Jeweler files CD -Verbiage for 1on1
- Have her answer the questions on Premier’s website so you could receive your \$200 cash Training Allowance. Note: It will be included in your commission check the 10th of the following month.
- Give her Shopping List. Shopping should be completed 1 week prior to solo show. Feel free to go shopping with her. Another opportunity to “bond.”

V. BEFORE HER FIRST SOLO SHOW

- One week prior to first show, make sure she has everything ready by going over the Home Show Check-Off List which is on CD in the NJ HOME SHOW Folder.
- Fashion Information is on CD in FASHION Folder.
- If her time is limited, please make BOOKING & SPONSORING activities for her.
- A few days prior to her first solo show, meet with her to ROLE PLAY her Booking and Sponsoring activity. Or, she attends the one conducted by your up line Leadership. IMPORTANT!!!!
- Good idea to go with her to her first solo show to observe and assist. Again, show her how to focus on bookings and getting 1 on 1 appointments on her calendar.
- Go over, in detail, the Do A 180 sheet, Quick Share challenge, and Verbiage to Book a 1on1 sheet.

Be in close contact with her for her first 60-90 days.

Use Premier’s “*Growing Together*” pamphlet (#583) for great tips on motivating your new Jeweler.