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# New Demonstrator Checklist

## While Waiting For Kit to Arrive . . .

- Complete Goal Setting and Financial Goal Planning Worksheets
- Open a checking account
- Identify & organize space in home to use as office/workspace
- Set up an e-mail account

## After Starter Kit Arrives . . .

- Read the *Getting Started Guide*
- Review the Idea Book & Catalog
- Complete the Electronic Funds Transfer Agreement
- Print the *Getting Started* DVD Study Guide from the Demonstrator Web Site, and fill it out while watching the *Getting Started* DVD
- Set up a one-on-one meeting with your upline, and keep a list of questions to discuss
- Read about the option to accept credit cards for customer orders
- Read the *Demonstrator Manual*.
- Log on to the Demonstrator Web Site, change your password<sup>3</sup> and make note of it, and explore the New Demonstrator Corner
- Set goals to help you reach Stampin' Start and earn free stamps
- Read the *Stampin' Success* magazines included in your kit
- Browse Stampers' Showcase
- Mount stamps and begin to create samples

## Getting Organized . . .

- Organize, file, and store business and stamping supplies
- Label Customer Order Forms, catalogs, and brochures

## Book Your First Workshop . . .

- Fill out 40 Guests in 4 Minutes Worksheet
- Review Hostess Coaching section of the Demonstrator Web Site
- Hold your first workshop within 45 days of your sign-up date to take advantage of the extra 10% instant income offer
- Obtain a calendar and mark dates for possible workshops
- Call potential hostesses

## Prepare for Your Workshop . . .

- Use Workshop Wizard on the Demonstrator Web Site to find project ideas, workshop outlines, etc.
- Practice placing an order
- Coach your hostess, and get driving directions
- Develop workshop outline
- Review the Delivery, Guarantee, Exchanges & Refunds, and Limitation information in the back of the Idea Book & Catalog
- Pack for your workshop
- Cut card stock, and gather supplies for demonstrations and Make & Takes
- Make door prizes (optional)
- Look up the tax rate for the hostess' city
- Practice presenting workshop
- Stamp samples
- Use the Workshop Checklist when packing for your workshop

## During Your Workshop . . .

- Use a workshop outline to guide you
- Emphasize current promotions (if any)
- Share the Stampin' Up! opportunity with your hostess
- Demonstrate two or more projects (one should be a Make & Take)
- Book two additional workshops

## After Your Workshop . . .

- Close workshop within seven days
- Record mileage, expenses, and income
- Follow up on booking and recruiting leads
- Deposit checks
- Add names of guests who did not place an order to Customer Manager
- Follow up with the hostess and customers when they receive their orders
- Place order

## Additional Ideas to Start Your Business . . .

- Mail 10 current mini catalogs to potential hostesses or customers using the Mailing Selector on the Demonstrator Web Site
- Host an event at your home (open house, workshop, class, camp, etc.)
- Review information in My Profile and My Reports on the Demonstrator Web Site
- Give five mini catalogs and recruit brochures with a letter introducing your business to friends or family who are not familiar with Stampin' Up!
- Stay connected with your upline
- Set monthly goals to reach Stampin' Start and earn free stamps
- Read *Ready Set Start*
- Consider purchasing the Business Booster Kit
- Review the Stampin' Up! demonstrator supply list and order any additional business items needed