

New Jeweler Checklist

- Set your training show date**
 - Listen to the New Jeweler Training online**
 - Mark your calendar to attend a New Jeweler Seminar**
This is so important for getting your business off to a great start.
 - Mark your goals!**
Count out 30, 45 and 120 days from the date of your training show.
Mark these 3 dates on your calendar.
 - Mark local monthly trainings on your calendar**
Your attendance at training is crucial to the success of your business!
 - Visit www.terivanston.com**
password: TeriVanston
 - Visit www.laceylink.com**
password: penny4diamonds
 - Get those Bookings!**
Get on the phone with 3 friends that you can ask the biggest favor from and book shows with them first. Book one show the same week as your training show and schedule the other 2 the week after. Leave your jewelry up after your training show and have a Mystery Hostess show.
 - Line up 3 "guinea pigs" for you and your sponsor to tell about Premier**
This can be anyone; they do not have to have an interest in Premier. Doing this will help you learn how to tell someone about the business. Sponsor 1 new jeweler within your first 30 days, win mannequin! *This offer is from your sponsor
 - Set up your Premier Designs website account**
Visit www.premierdesigns.com
Click on "jeweler login"
Click on "New Jeweler? Start Here" to proceed with your account info
 - Set up your ProPay account**
Login to your Premier Designs account and look for the green "ProPay" link on the main page or simply visit www.propay.com
- Once you have made it to the ProPay page, look to the top left for the "Sign Up" link
- NOTE:** The cost of ProPay is \$49.95 per year and requires a credit card # for immediate signup.
- Read your New Jeweler Handbook and listen to your training CD's**
The information that these contain is vital to the success of your business!

www.TeriVanston.com
password: TeriVanston

Take a look around...These will be your lifelines!

- Click on "tools" & you will find info on:
- ✓ Booking Verbiage
 - ✓ Booking Rewards
 - ✓ Home Show Outline, script included
 - ✓ Home Show Outline Survey
 - ✓ 180 Tracking Sheet

**New Jeweler Online
Training on New Jeweler page**

Log on to
www.terivanston.com
Password: TeriVanston
Click on the New Jeweler page

When your jewelry & supplies come in...

Use your jewelry tags to tag each piece

Quick Tip: Before you take each piece from the box, peel the name tag off of the side and place it on a jewelry tag or on the back of an earring card. Now, all you will need to do is look in the back of the catalog for the piece and find the price

Be sure and put your name and contact information on all materials that you will be handing out.

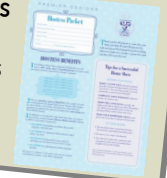
This includes catalogs, order forms, hostess packets, brochures, etc.

Put your Hostess Packets together

As you are booking shows, you will want to send each hostess one of these so that they can get working on their show!

Things to include in your Hostess Packets

- ✓ At least one catalog
- ✓ 4-5 order forms
- ✓ A guest list
- ✓ Extra invitations



Things to Buy

Now that you have everything set up, here are a few suggestions for some extra things that you will need for the future.

From www.premierdesigns.com:

- Log in Click "Jeweler Login"
- On the menu on the left of the page, click "online order"
- Click "serve-us-store" order

Item #'s:



#995 Home Show Planners
Price: \$4.00 for 10 Quantity needed: 2 pkgs.



#9814 Catalogs
Price: \$16.00 for 12



#423 Marketing Plans
Price: \$5.00 for 12 Quantity needed: 1 packet



#154 Premier Contracts
Price: \$2.00 for 3 sets Quantity needed: 2 pkgs.



#107 Customer Receipts (order forms)
Price: \$3.50 for 50 forms Quantity needed: 2 or 3 pkgs.

NOTE: There is an order minimum of \$50

Also...

To stay organized, make sure and pick up

File folders

You will use these as Hostesses folders where you will keep all information about your Hostess and file the orders from the Homeshow.

Expandable folders

This is to keep track of all of your business receipts.

Small notebook

Keep this in your car to keep up with business mileage. You will receive .585 cents for every mile you drive, so keep up with them for tax time!

Business in a box

This box will stay in your car so that you can be prepared for business at all times!



For the Homeshow

Pick up a table cloth to use at your shows

This needs to be 60" wide & 3 yards long

Silver boxes to elevate jewelry

Homeshow giveaways—1 per show in small bag

NOTE: These are very SIMPLE Dollar Tree or Premier Incentives gifts.

Diva Dollars (AKA Big Money)

You can find this at Premier Incentives

Tennis Bracelets

See Resource list for details on where to find these

Take 20 of the silver boxes that you received in your kit

You will use these for your "Deal or No Deal" booking activity. Put them in a large gift bag.

What You will Need to Take to a Homeshow...

- ❑ **Jewelry**
- ❑ **Home Show Notebook**
- ❑ **Purse Game supplies**
 - Jewelry Show Notebook
 - Guest Survey Worksheet
 - "Deal or No Deal" boxes in a bag or envelopes in a bag
 - Diva Dollars

NOTE: The first 3 items may be found on the "handouts" page of www.terivanston.com

- ❑ **Diva Dollars**
- ❑ **Catalogs**
- ❑ **Customer Order Forms**
- ❑ **Hostess Packets**
- ❑ **Guest Survey Sheets**
- ❑ **Calendar**
- ❑ **Calculator**
- ❑ **Pens**
- ❑ **Display Item**
 - Table cloth
 - Gold boxes to elevate jewelry
- ❑ **Giveaways per show**
 - One gift for the person with the most play money at the end of the show
 - One gift for the Survey Worksheet drawing
 - One for shopping drawing
- ❑ **Hostess Folder containing**
 - Hostess Contact information
 - Hostess order form
 - Directions

NOTE: Labels for the Hostess folders may be found on the "tools" page of www.terivanston.com

Resources...

❑ Premier Incentives

www.premierdesigns.com Click on the "Premier Incentives" link on the main page
You will find sunglasses, purses, scarves, and other giveaways there
You will also find Tennis Bracelets on this site. You can use your Premier Card here
There in NO shipping with any purchase of \$50 or more.

❑ Don't forget about the Dollar Tree

They have great items for Home Show giveaways!

Remember, anything that you purchase from these places should NEVER be sold.
These are strictly incentive gifts to help you with your sales and bookings for your
Premier business.

Resource Websites

- ◆ www.premierincentives.com
- ◆ www.hood-house.com
- ◆ www.laceylink.com
Password: penny4diamonds

Other Resources

❑ Hood & House

www.hood-house.com

This is the website for the Premier software. You can purchase the program here and
they will email you with download instructions.