To get fully ready to have a strong and successful business follow this check list.

**Application and Your Calendar**

- Apply online. Select your Boutique. Decide on your add on pieces. See our “must have list”.
- Pick a date for your training show within 30 days of the date you got your number.
- Pick the days of the week that you plan to do shows.
- Mark off Training dates on your calendar – NEVER miss a monthly meeting. (Training is the KEY to LONG term success!)
- Make a list of at least 40 people to invite to your kick off show (training show). Use the 40 names in 4 minutes sheet. Over invite. Star the ones to ask about a show.
- Work to book 6 to 12 shows in the first 6 weeks after your kick off show.
- Book 3 shows for your first 6 weeks PRIOR to your kick off show.
- Personally Invite everyone on your list to your kick off show – tell them a quick reason WHY you are starting to sell the jewelry.

**Business Essentials**

- Set up a free personal checking account.
- Set up Propay to take credit cards (Business Links on the Premier Web Site)
- Get $25 in cash to have at your kick off show for change.
- If your current email address isn't professional then consider creating a new one.
- Ask your mom in Premier to add you to our Julie's Joyous Jewelers Facebook Group so you can stay up to date on all of the important info we share. Or friend Julie David and send her a message letting her know you are a new member of her team and she will add you.
- Decide if you would like to have the Personal Web Site to share the Online Catalog
Get on Joyousjewelers.com and print the New Jeweler Scavenger Hunt and complete it.
Prize for completing this when you attend New Jeweler Orientation the 1st Saturday of the month.
ESSENTIAL YOU COMPLETE!!! Prizes and You Get a Charm for your bracelet!

Ask your mom in Premier for the names and phone numbers of you upline and call them and
Ask them 2 questions.
#1. What is a piece of advice you have for a new jeweler?
#2. Why is attending training so important?

Practice with you mom what to say when you ask for a show.
Go over your list with her and begin asking them!

Meet with your mom to play in your kit and review its’ contents

Set up your Boutique and text a picture to your mom.

Shadow your mom at a show.  See her set up, mingle, do the show, and check out.

Practice doing your show 5 times before your first show. (Out loud from start to finish –
you will be shocked at how this action will increase you confidence!)

Practice parts of your show for your Premier Mom

Attend New Jeweler Orientation the first Saturday of the Month.

Call your Premier Mom after each of your first 6 shows.  (The next day -- no later)

Attend MONTHLY trainings.  Attending makes a huge difference!
Attend the first 3 monthly meetings- Commitment is a key to success!
Get to know the gals on our team – you will love them!

Get Organized

Pick your booking activity and prize/offer

Decide if you will use tickets or Diva Dollars and what will be in your prize bag.

Fill your hostess packets
  Tic tac Toe paper
  40 guests in 4 minutes
  Presale order form
  Wish List
  We LOVE Premier Follow Along Paper
Fill in your guest folders (10)

Love it List
Guest survey
Order Form

Create a Checkout folder
(You get one free from Julie if you finish your scavenger hunt and attend NJO)

- Print the Hostess Info Sheets and fill in with those you have booked
- Create a folder for items for your hostess packets
- Create a folder for the items in the guest folders
- Create a folder for information to share with those wanting info on Premier

Label an accordion file folder with the following labels for your receipts.
(You want EVERY expense possible so that you will pay less taxes, this is one of the greatest benefits of owning your OWN business --- the tax benefits!) Hood and House is the BEST option – but until you purchase that use the Track your Expenses Sheet attached. Here are categories.

- **Supplies** (business cards, paper, envelopes, ink, postage, display items, bags)
- **Jewelry samples** you purchase, Boutique Kit
- **Meals and Entertainment** (Coffee or food when you meet with someone) (You list full price – tax prepare will give you 50% of this category.)
- **Gifts** (Incentives - Gifts to hostesses, guests, and jewelers)
- **Travel** (flights, hotels, tolls)
- **Professional Fees and Charges** (Tax prep, $5 we pay at trainings, application fee, renewal fee, Propay fee, jeweler share fee for each show, R/E fees you paid for your own R/E., bank charges)
- **Home Office Expenses** (Cell phone, internet, computer, software)
- **Other** (When you just aren't sure which category)
- **Mileage Log**

**Supplies**

Check out the Incentives Site on our web site- create sign in and purchase business cards and shop for prizes .... We love

- Sashes (Love these scarves as a booking activity) (Scarves TAB)
- Charm bracelet (Hostess gift)
- Polishing cloths
- Jewelry cleaner
- $2 key chains
- Sunglasses and the cases
- Little purses
- Little mirrors
- Blingy nail files
- Stretchy rings
- Mirror – for your table
Serve US Store
This is where you get postcard invites, order forms, catalogs, and sponsoring materials

Make a Wal-Mart Run for supplies
Pens
Sharpie and nametags
Roll of tickets
Paper and envelopes if you plan to make invites
Folders (10) for your customer papers
Avery labels (#5160)
$1 prizes at the Dollar store and gift bag to put them all in
Calculator
Accordion file for receipts
10 folders for guest papers at shows

Label your catalogs and carry a set with you at all times (Labels found on our team site)

Write your name and phone number on your order forms with pen

Final Hostess Prep for the Kick off Show (Training Show)

Tag your jewelry – preferably with a friend to get her excited and hopefully she will have a show.

Set up your jewelry and ask friends to come and see it – get excited.

Decide what you are wearing to your show – black pants with a black sweater is a great choice. You want to look the part of a jewelry stylist even at your kick off show! (training show)

Remind all of your friends about your show.

Keep your snacks simple. (Remember that as a jeweler now – you are asked to not serve alcohol)

Make invites for your shows and meet with your hostesses and coach them.
Try and schedule a show the week after your training show. This will help get you started fast and strong! (Coach right away – and send invites out 2 weeks prior to the show.)

Get presales: Goal is always $100. Remember you make HALF – so why stop at $100. It is a great way to network and let everyone know what you are now doing. You also get 30% in FREE jewelry based on the sales of your show – so it is really worth your time to get.

BE EXCITED! SHARE YOUR EXCITEMENT WITH EVERYONE! Let them know WHY you chose to start your Premier Designs Business. Invest in yourself by getting connected to the team and learning everything you can! This business is simple – but you need to learn the skills that we can teach you to make this business AMAZING for YOU! We believe in YOU – YOU need to believe in YOU and have FUN!