

PRIMETIME LIVE HOST

Schedule	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday
Date							
AM Check-out							
PM Check-in							

PRIMETIME HOST'S SCRIPT

- **Ensure the set is ready for the camera & audience!**
 - Front entrance & desk, lobby areas, market, business center, fitness center, breakfast/quick serve. Refer to the lobby sweep book. Inspect quality, cleanliness, and stock.
- **Are the green rooms set for our stars?**
 - Check the meeting rooms and greet meeting hosts.
- **Is the cast in costume?**
 - Smile, name tag, uniform, attitude, shoes.
- **Assist the actors!**
 - Help with luggage, breakfast, checkout/in, reception, quick serve, and assist coordination of shuttles.
- **Greet the audience and roll out the red carpet!**
 - Talk to guests; find out how you can enhance the stay of five guests and find out what company five guests are from.
- **Give 'em a round of applause at the end of the show!**
 - Tell your associates how awesome they did and give out some high fives! Ask the four power questions to debrief the shift and prepare for tomorrow. (What went right, wrong, learning, do differently)

LIGHTS - CAMERA - ACTION



You'll learn more in a day talking to customers than a week of brainstorming, a month of watching the competition, or a year of market research!



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Host Name: _____

Date: _____

Guest Name/Room	Guest Enhancement	Company Name	Notes

NOTES
