

Spa Event Sales Representative Report

COMPLETE FORM AND FAX AT EVERY SUNDAY NIGHT TO:

000 000-0000

Sales Representative: _____

Store Worked: # _____ City _____ State _____

Check off after completing task

Spa Event Set Up

- Give bag stuffers to cashiers
- Clean and decorate spa
- Get banner hung
- Post yard signs (How many did you set out? _____)
- Create and post orange HD signs at all entrances
- Distribute brochures/flyers throughout store (triangular POP, credit card tables, other promotional tables and holders)

Working Your Event

- Sign vendor log daily
- Make sure you are punctual and work all scheduled hours
- PK*¹ Kitchen & Bath, Special Service associates and any other interested employees (submit PK log with this form)
- Approach **all** customers and let them know Home Depot sells hot tubs
- ABC – always be closing and ASK FOR THE SALE!

¹ PK means Product Knowledge – Your job is to train Home Depot employees about our products, promotions and ordering process

Days and Hours Worked

(Remember - you still must fax tie-in sheets every Tuesday to Lynn Faulhaber)

DAY	DATE	TIME IN/OUT	MGR. Signature
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____
Sunday	_____	_____	_____

Show Recap

How many spas did you sell?

What are event Total Retail Sales including accessories?

How many brochures did you distribute?

How many in-depth presentations did you give?

How many times did you ask for the sale?

How many requests for DVDs and more information do you have?

Sales Rep Comments: