Hostess Info Name		A class worth booking, is		Within 48 Hours ☐ Add more guests to the list.			
Phone Email Address Booking Gift?		Party Info Theme		Date Booked	☐ What to say to guests:☐ What to do if "LIFE" happens.☐ Get E-mails		
		Date & Time Hostess Gift? Pre-Profiled 48 Hr. Guest List Day/time		24 Hour Time Frame lail thank you packet with hostess info	 □ Bring a friend/get gift. □ Confirm guest attendance either live, Zoom or FB □ Class area, table, lighting & snacks afterwards during consultations for live parties. □ Private consult area set for live parties, Zoom rooms. 		
GUES	T LIST	40 m. Guest List Day/time		ther:	☐ Satin Hands area live par☐ Childcare arrangements	ty. live <mark>party or Zoom etiquette,</mark>	
Swag Pre-profile Confirm	Name	Address	Phone	E-mail	Camera and/or sound or Encourage 5 outside orde Hostess program remind Promptness for all. On-ti Communication is the	ers. Her Gift er. me drawing	
					2 Days B	efore Party	
					☐ Call Guests to thank for c	-	
					1 Day Before Party□ Prep for class.□ Final reminder call hostess.		
					☐ Fill any orders of product☐ File orders, profiles, add t☐ Thank you notes to all gu☐ Post to WAS on Intouch (\footnote{1})		
OUTSIDE	E ORDERS	,			Sheet.) ☐ Follow up with prospects.		
# Name Address		Phone	Order Amt	E-Mail	☐ Follow up with those who didn't attend.☐ Call my director and chat about party results.		
1 2 3 4					How many guests: How many bookings: Total sales?	-	
2 days after	er the party	2 weeks after the party		2 months continually	What can I improve on:		
	if products are working, ask	Hold follow up facial to follow up and the customer is using the product. Cahostess to earn free products.	see how Custome invite to	r service, possible reorder, product tip, guest event, new product, make valuable to customer.	Adapted from Linda Me	ldrum ISD, by JoAnn Kruse, ISD	

Hostess Info Name Phone Email			Director Coaching Sheet ~ Working it FULL CIRCLE A class worth booking, is a class worth Coaching! ~Mary Kay Ash					Within 48 Hours Add more guests to the list.		
		Party Info Theme			Date Booked		 □ What to say to guests: □ What to do if "LIFE" happens. □ Get E-mails □ Bring a friend/get gift. □ Limited seating. □ Confirm guest attendance either live, Zoom or FB □ Class area, table, lighting & snacks afterwards during consultations for live parties. 			
Address Booking Gift? GUEST LIST		Date & Time								
						 □ Private consult area set for live parties, Zoom rooms. □ Satin Hands area live party. □ Childcare arrangements live party or Zoom etiquette, 				
Swag Bag		Name	Add	lress	Phon	e	E-mail	Camera and/or sound o Encourage 5 outside ord Hostess program remin Promptness for all. On- Communication is the	ders. Her Gift der. time drawing	
								2 Days Before Party Call Guests to thank for coming. Call hostess to confirm attendee's and encourage more outside orders 1 Day Before Party Prep for class. Final reminder call hostess.		
								☐ Fill any orders of product ☐ File orders, profiles, add ☐ Thank you notes to all good on the control of the		
#	OUTSIDE ORDERS Name Address		ess	S Phone		Order Amt E-Mail		Sheet.) Follow up with prospects. Follow up with those who didn't attend.		
1									y Recap	
3 4								How many guests: How many bookings: Total sales?	How many shares:	
5	2 days afte	r the party	2 weeks a	fter the party		2 mon	ths continually	What can I improve on:		
	eck up call to see if estions, let her kno	products are working, as w you care.	'	ial to follow up and se sing the product. Car see products.	n be a inv		possible reorder, product tip, ent, new product, make to customer.	SON BALLOS	eldrum ISD, by JoAnn Kruse, ISD	