

Full Circle Appointment

Hostess Information

Name: _____
 Address: _____

 Phone: _____
 Home Work Mobile (text)
 Email: _____
 Received Hostess Packet
 Created Wish List

Appointment Information

Date: _____ / _____ Time: _____
 Location: _____
 Type: Skin Care Color Body Other _____
 Guest List Received
 Beaut-e-vites Sent
 Postcards/Invitations Sent
 Guests Pre-Profiled

Hostess Coaching

- How to Invite Guests
- Refreshments
- Childcare Arrangements
- Demonstration Area & Requirements
- Confirmed Location/Directions
- Encouraged Outside Sales
- Explained Hostess Credit
- Confirmed Guest Attendance
- Confirmed Set-Up Time

New Team Member Prospects

Name: _____	Name: _____
<input type="checkbox"/> Opportunity Packet	<input type="checkbox"/> Opportunity Packet
<input type="checkbox"/> Opportunity CD/DVD	<input type="checkbox"/> Opportunity CD/DVD
<input type="checkbox"/> Interview Booked	<input type="checkbox"/> Interview Booked
<input type="checkbox"/> Agreement Signed	<input type="checkbox"/> Agreement Signed
<input type="checkbox"/> Starter Kit Ordered	<input type="checkbox"/> Starter Kit Ordered
Name: _____	Name: _____
<input type="checkbox"/> Opportunity Packet	<input type="checkbox"/> Opportunity Packet
<input type="checkbox"/> Opportunity CD/DVD	<input type="checkbox"/> Opportunity CD/DVD
<input type="checkbox"/> Interview Booked	<input type="checkbox"/> Interview Booked
<input type="checkbox"/> Agreement Signed	<input type="checkbox"/> Agreement Signed
<input type="checkbox"/> Starter Kit Ordered	<input type="checkbox"/> Starter Kit Ordered

Hostess Incentive Program

<u>Credit Offer Options</u>	<u>Earned</u>
<input type="checkbox"/> Cosmetic Bag Trio Set	YES / NO
<input type="checkbox"/> Travel Roll-Up Bag	YES / NO
<input type="checkbox"/> Deal to Love (\$75 for \$35)	YES / NO
<input type="checkbox"/> 10% of Sales Free w/no booking	YES / NO
<input type="checkbox"/> 15% of Sales Free w/1 booking	YES / NO
<input type="checkbox"/> 20% of Sales Free w/2 bookings	YES / NO
<input type="checkbox"/> Other: _____	YES / NO
<input type="checkbox"/> Other: _____	YES / NO
<input type="checkbox"/> Other: _____	YES / NO

Notes

Appointment Accomplishment Summary

Total Retail Sales \$ _____
 Outside Order Retail Sales \$ _____
 # of Buying Guests: _____
 # of Sets Sold: _____
 # of New Bookings: _____
 # of Interviews Done: _____
 # of New Team Members Added: _____

Follow-Up Finish

- Delivered/Sent Guest & Hostess Thank You's
- Posted to Weekly Accomplishment Sheet
- Delivered Orders
- Added Names to Preferred Customer List
- Filed Sales Tickets & Customer Profiles
- Followed Up with Team Member Prospects