



# Coaching Sheet

# Work It Full Circle!



"A class worth booking, IS a class worth coaching!"

## Hostess Info

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Add. \_\_\_\_\_  
 Booking Gift? \_\_\_\_\_

## Class Info

Theme \_\_\_\_\_  
 Date, Time \_\_\_\_\_ @ \_\_\_\_\_  
 Hostess Gift? \_\_\_\_\_  
 PreProfiled \_\_\_\_\_  
 48 hr. List Gift: \_\_\_\_\_

## Date Booked

\_\_\_\_\_

## Within 24 hours

- Mail Thank you postcard/hostess packet
- Other \_\_\_\_\_

## Within 48 hours

### Coach Hostess Info Sharing:

- Add More Guests to List
- What to say to Guests:  
 Ask for emails    Only Limited seating  
 Bring a friend    If Life happens
- Confirm Guest Attendance
- Class area, table, lighting. Snacks After class during consultations
- Private cons area
- Satin hands area
- Childcare arrangements
- Encourage 5 outside orders
- Hostess program reminder
- Promptness for all
- Communication is Key

## Guest List

G.G. Bag	Pre-Prof	Con-firmd	Name	Addy	Phone	Email

## 2 days before Party

- Call Guests to "thank for coming"
- Call Hostess to confirm attendees and encourage outside orders

## Day before Party

- Prep for Class
- Final Reminder call to hostess

## Day After Party

- File orders/profiles, add to InTouch
- Thank you notes, sent to ALL
- Thanks for being Great Hostess
- Post WAS
- Follow up with Prospects
- Foll. up those who did not attend
- How many guests: \_\_\_\_\_
- How many sets sold? \_\_\_\_\_
- How many Bookings? \_\_\_\_\_
- How many Innerviews? \_\_\_\_\_
- Total Retail Sales? \_\_\_\_\_
- Hostess final Gift? \_\_\_\_\_
- What do I need to improve? \_\_\_\_\_

## Outside Orders

	Name	Addy	Phone	Order Amt	Email
1					
2					
3					
4					
5					

Shared by Linda Meldrum, ISD, MI

## 2 Days after Party

- Call check if products performing

## 2 Weeks after Party

- Stop by-client show you how using products

## 2 Months

- Call advise re-order or MK eminder