

## *Hostess Checklist*

Hostess \_\_\_\_\_ Phone \_\_\_\_\_

Class Date \_\_\_\_\_ Class Time \_\_\_\_\_

Address \_\_\_\_\_

Directions \_\_\_\_\_

\_\_\_ Preliminary coached (see other side)

\_\_\_ Received guest list

\_\_\_ Thank you note sent before class

\_\_\_ Reminder card sent

\_\_\_ Phone coached (see other side)

\_\_\_ Thank you note sent after class

### Guest Name/Address/Phone

Put an asterisk next to the names the hostess suggests might want to hostess their own class and/or are interested in the Mary Kay business opportunity and check after pre-profiling.

- \_\_\_ 1. \_\_\_\_\_
- \_\_\_ 2. \_\_\_\_\_
- \_\_\_ 3. \_\_\_\_\_
- \_\_\_ 4. \_\_\_\_\_
- \_\_\_ 5. \_\_\_\_\_
- \_\_\_ 6. \_\_\_\_\_
- \_\_\_ 7. \_\_\_\_\_
- \_\_\_ 8. \_\_\_\_\_

### Referrals Unable to Attend

Put an asterisk next to the names the hostess suggests might be interested in hosting their own class and check after calling.

- \_\_\_ 1. \_\_\_\_\_
- \_\_\_ 2. \_\_\_\_\_
- \_\_\_ 3. \_\_\_\_\_
- \_\_\_ 4. \_\_\_\_\_

\_\_\_ Hostess Thank You Gift \_\_\_\_\_

\_\_\_ Hostess Goal \_\_\_\_\_

\_\_\_ Hostess Gifts Earned \_\_\_\_\_

\_\_\_\_\_

## ***Suggested Checklist for Preliminary Coaching***

- \_\_\_\_\_ Give hostess packet and review it with her. You might be careful not to overwhelm her with too much information.
- \_\_\_\_\_ Help her make her guest list and encourage her to invite eight to ten people in order to get five guests.
- \_\_\_\_\_ Give the hostess a suggested script to follow when inviting guests, and encourage her to make the calls as quickly as possible.
- \_\_\_\_\_ Ask the hostess to keep it simple. She may want to serve light refreshments following the class.
- \_\_\_\_\_ Explain the hostess program and ask her to set a goal.
- \_\_\_\_\_ Encourage your hostess to take orders from those who can't attend the class, and let her know that those sales count towards hostess credit.
- \_\_\_\_\_ Plant the seeds for future bookings and team building. Ask her who she thinks would be interested in the Mary Kay business opportunity. You might put an asterisk next to the names she offers.

## ***Suggested Checklist for Phone Coaching***

- \_\_\_\_\_ Be cheerful and positive when calling your hostess.
- \_\_\_\_\_ Review the hostess program, and ask her if she has set her goal yet.  
Re-emphasize that hostess orders and bookings count towards hostess credit.
- \_\_\_\_\_ Ask for the guest list, including addresses and phone numbers so you can pre-profile them. Also ask for names and numbers of people who can't attend but might be interested in purchasing Mary Kay® products or might like to hostess a class. You might put an asterisk by those names.
- \_\_\_\_\_ You might suggest people she could invite if she is having difficulty finding friends, such as relatives, church friends, neighbors and co-workers.
- \_\_\_\_\_ Remind the hostess to encourage her guests to be prompt.
- \_\_\_\_\_ Reassure your hostess of your professionalism and end your conversation with positive, enthusiastic expectations.