



Hostess Information

Hostess Name: _____

Phone: _____

Address: _____

Class Information

Date: _____

Location: _____

Guest List

Pre-Profiled

First Postcard/hostess packet sent

Reminder Schedule

Date Booked: _____

Reminder Cards:

Phone Confirmation

Special Notes

Directions to Class

GUEST LIST

NAME	PHONE	ADDRESS	PP	REM. CARD

After Class

- Enter into My Customers
- Thank you notes
- Record Sales on Inventory sheet
- File Profile Card
- Prepare for follow up session
- Add faces & interviews to Monthly Tracking Sheet
- Schedule 2+2+2 in calendar
- Enter info in to WAS

2nd APPT DATE: _____ **INTERVIEW DATE/TIME:** _____