## Within 49 hours



					Coacl	ning Shee	t	Work It	Full Circle!	Within 48 nours
Hostess Info					"A class worth booking, IS a class worth coaching!"					Coach Hostess Info Sharing:
Name					Cla	ass Info		Date Booked		Add More Guests to List
Pho	ne _				Theme			_   -	20.00 200.00.	What to say to Guests:  Ask for emails Only Limited seating
Em	ail _				_   Date, Time @					Bring a friend If Life happens
Add	d				Hostess Gift?			.	Mithin 24 hours	Confirm Guest Attendance
Booking Gift?					PreProfiled				Within 24 hours	Class area, table, lighting. Snacks After
					48 hr. List Gift:   Mail Thank you postcard/hostess pack					ciass daring consultations
	G	uest	List							Private cons area  Satin hands area
G.G	Pre-									Childcare arrangements
		firmd	N	lame	Addy	,	P	hone	Email	Encourage 5 outside orders
										Hostess program reminder
										Promptness for all
										Communication is Key
										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
	Out	side	Orders							Thank you notes, sent to ALL
Name			me		Addy	Phone		Order Amt	Email	☐ Thanks for being Great Hostess ☐ Post WAS
1				·					☐ Follow up with Prospects	
2										Foll. up those who did not attend
3										How many guests:
1										How many Bookings?
5										How many Innerviews?
									Charad by Linds Adulds	Total Retail Sales?
2 Days after Party 2 Weeks after Party 2 Months										Hostess final Gift?  What do I need to improve?
			roducts perform		2 Weeks after Party  Stop by-client show you how using products			Call adviso	2 Months re-order or MK eminder	what do i need to improve?
-	can til	CUNIL	11 OUUCL3 DEHUH	mus I I	JUDD DA-CHELLE SHOW ADE	i iiow usilik bi duu	iclo I	ı — calı auvise	ic oraci or ivily citilliaci	1 1