

Date I booked her



Hostess Information

Name _____

Address _____

Phone Wk _____ Cell _____

H _____

Class Information

Date of appt. _____

Guest list in my hands by _____

Reminder Card Sent (date) _____

Hostess Coached date _____

Special Instructions(hostess credit, special needs, etc)

Coaching Check List

- Snail Mail thank you note to Hostess
- How to invite her Guest Dialogue
- Refreshments provide (lite only)
- Directions to Class
- Explained in detail Hostess credit
- Time to be there, expected close

Name	Phone / Work/ Cell	PCP	Pre- Profiled N/D C/O	Reminder Card Sent

After Class

- Thank You Note
- Post to Weekly Accomplishment Sheet
- Posted to Intouch and email list

Evaluation

Basics sold _____

Total Sets sold _____

How Many came from total promised _____