



Working Full Circle



Hostess Information

Hostess Name: _____

Address: _____

Phone: _____

Class Location: _____

Thank You: _____

Class Information

Class Date: _____

Guest List: _____

Pre-Profiled: _____

Reminder Card Sent (date): _____

Gave Hostess Packet: Yes No

What is her goal? _____

Directions to Class Location:

Coaches Hostess

- How to invite Guests
- Refreshments
- Class Area
- Confirmed Guest Attendance
- Confirmed Set-Up and Directions
- Childcare Arrangements
- Encouraged Outside Sales
- Explained Credit
- Promptness

Guest List

Name	Phone Number	PCP	Pre-Profiled	Reminder Card Sent

After Class

- Thank You!
- Posted to Weekly Summary Sheets
- Filled Pink Tickets and Other Sheets
- Added names to Preferred Customer List
- Followed Up with Team Member Prospects

Self-Evaluation

How many sets sold? _____

How many bookings made? _____

How many interviews? _____

What do I need to change? _____

Please make notes on reverse.