

Date I booked her

Excellence

Taking Each Client through the MK recipe

Hostess Information

Name _____
Address _____
Phone Wk _____ Cell _____
H _____
Class location _____
Thank you Card off in snail mail within 48hr _____
Hostess Packet delivered within 24 hr _____

Class Information

Date of appt. _____
Guest list in my hands by _____
Reminder Card Sent (date) _____
Hostess Coached date _____
What is her goal? \$ amt _____
attendance _____ specific Products

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
- Outside orders how to
- Guest List agreement/ Name # Addr.
- Childcare Arrangements
- Agenda (what to expect)
- Preprofiling Planned in Calendar

Guest List Tracking

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
- Two day follow up planned in calendar
- Coaching planned for make up lesson

Evaluation

Basics sold _____
Total Sets sold _____
How Many came from total promised _____
What ratio of Color appointments bked (3of4) _____
How many interviews did I schedule (3 of 3) _____
What skill do I want to practice _____