



# Party with a Purpose Checklist

Hostess Name \_\_\_\_\_ Phone number: \_\_\_\_\_

Class Date \_\_\_\_\_ Class Time \_\_\_\_\_

Address \_\_\_\_\_

Directions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_ Booked (Send or give hostess info)
- \_\_\_\_ Preliminary Coaching (call to review hostess info)
- \_\_\_\_ Reminder card sent (confirmation note)
- \_\_\_\_ Telephone coaching (guest list)
- \_\_\_\_ Pre-profile guests
- \_\_\_\_ *Thank you* note after class



## Guest Names /Addresses/Phone Numbers

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## Pre-Profiled

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Referrals Unable to Attend

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Hostess Credit Goal:

\_\_\_\_\_

## Notes

\_\_\_\_\_  
\_\_\_\_\_