

HOSTESS Full Circle Coaching & Tracking ... FOCUS on 10 to WIN!

| Hostess Information | |
|---------------------|-------|
| Name: | _____ |
| Address: | _____ |
| Phone: | _____ |
| Event @: | _____ |
| Directions: | _____ |

| Event Checklist | |
|--------------------|-------|
| Date for event: | _____ |
| Guest List on: | _____ |
| Hostess Pkt. on: | _____ |
| Sent Thank you on: | _____ |
| What is her Goal? | |

| Hostess Coaching Checklist | | |
|--|---|---|
| <input type="checkbox"/> Review Hostess Incentives | <input type="checkbox"/> Confirm Refreshments | <input type="checkbox"/> Promptness (on time drawing) |
| <input type="checkbox"/> Has she Confirmed Guests | <input type="checkbox"/> Confirm Set-up Area | <input type="checkbox"/> Childcare Arrangements |
| <input type="checkbox"/> Encourage Outside Orders | <input type="checkbox"/> Confirm Directions | <input type="checkbox"/> Confirm time I will arrive |

| Guest List Coaching & Tracking | | | | | |
|--------------------------------|-------|------------------|----------------------|-------------------|-------|
| Name | Phone | Pre-Profile Date | Attending? new appt? | Card / Email Sent | Notes |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| After Event Checklist | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Welcome Letters sent |
| <input type="checkbox"/> | All Orders Filled |
| <input type="checkbox"/> | Added to Customer / PCP List |
| <input type="checkbox"/> | Followed up with Potential Recruits |

| Event Summary & Evaluation | |
|----------------------------|-------------------------|
| Total Sales: | _____ |
| Total # of Bookings: | _____ |
| Total # of Interviews: | _____ |
| Changes to Make: | <i>use reverse side</i> |