

# Mary Kay Party & Hostess Checklist

◦ Party Date:

Party Theme:

◦ Hostess Name:

◦ Hostess Phone/Email:

◦ Hostess Address:

◦ Party Location:

<b>INITIAL HOSTESS COACHING</b>	YES	NO	<b>TELEPHONE HOSTESS COACHING CONT'D</b>	YES	NO
Gave Hostess Packet & Explain All			Simple Refreshments		
Remind her to invite guests personally quickly			If Makeover Party - Skin Care Done, Up to Foundation		
Explained Skin Care Surveys to hostess			Directions & Parking		
What does she want to earn free?			Childcare Arrangements		
How to invite Guests, how many to invite for 5 to show?			Ask Guests Pre-profiling Questions by phone/email		
Encourage Outside Orders & Skin Care surveys			<b>PRE-PROFILING GUESTS</b>	YES	NO
Early arrival for Special Hostess Pampering			Have you tried MK before? If yes, When?		
Start On-time, guests come 10 minutes early			Current Routines & Brands		
<b>TELEPHONE HOSTESS COACHING</b>	YES	NO	Skin Type/Skin Tone/skin Allergies		
Guest List Received w/phone #'s			What does your skin need? Change about Skin?		
Confirm Guest Attendance (1 day ahead)			Count on her to be there? Come 10 min early		
Confirmed Appointment Area			1 <sup>st</sup> of 3 Complimentary Sessions		
Thank you/Reminder Card Sent Out			No Obligation to Purchase, but specials for you		

Guest Name/How Hostess knows her	Phone #	Snail Mail/Email Address	Invite Sent?	Pre-Profiled?

- After Appointment**
- ◇ Called Director to share results!
  - ◇ Thank You Notes!
  - ◇ Posted to Weekly Accomplishment Sheet Online
  - ◇ Filed Sales Slips and Profiles
  - ◇ Added names to My Customers & PCP
  - ◇ Followed Up with Team Member Prospects/Booked Follow-up Time MGT Appts from each Party

**Self-Evaluation**

How many sets sold? \_\_\_\_\_

How many bookings made? \_\_\_\_\_

How many interviews? \_\_\_\_\_

How many referrals? \_\_\_\_\_

What do I need to change? \_\_\_\_\_

*Please make notes on reverse.*