Full Circle Coaching Worksheet

Hostess Information

Hostess name_____

Address: _____

Phone: _____

Class Location: _____

Calendar scheduling :

____ two weeks out: call to tell the hostess you need her guest list in one week

____ one week out: call to get the guest list.

____ three days out: pre-profile the party

____ one day out: call hostess to confirm last min. guest and get directions to her home.

____ next day: send Thank You notes

____ 5 days after: call the whole party for follow up

____ 3 months after: call for reorders

____ put ordering customers on PCP

Class Information

Class Date: _____

Guest List Deadline: _____

Create an "Party email Invite" Y/N

Gave hostess Packet: Y/N

What is her goal? _____

Coaching Hostess Checklist:

__How to invite her guests.

__Refreshments

__Class Area/ Set up requirements

__Childcare Arrangements

__Encouraged Outside Sales

__Explained Hostess Credit/Incentives

__Promptness/ on time arrivals

Guest List

Name	Phone Number	Pre profiled	Thank you card sent	PCP