

full circle coaching

"A class worth booking, is a class worth coaching!"

HOSTESS INFO

Name _____

Phone _____

Email _____

Address _____

Booking Gift? _____

CLASS INFO

Date/Time _____

Hostess Gift? _____

Party Theme _____

Pre-Profiled _____

DATE BOOKED:

GUEST LIST

Name	Phone	Email	Pre-Profiled	Confirmed

WITHIN 24 HOURS

- ☐ Send Thank You/Hostess Packet
- ☐ Other _____

WITHIN 48 HOURS

- ☐ Add more guests to list
- ☐ What to say to guests:
Ask for emails Limited seating
Bring a friend If life happens
- ☐ Confirm guest attendance
- ☐ Class area, table, lighting, snack afterwards, during consultations
- ☐ Private consultation area
- ☐ Satin hands area
- ☐ Childcare arrangements
- ☐ Encourage 5 outside orders
- ☐ Hostess program reminder
- ☐ Promptness for all
- ☐ Communication is key

2 DAYS BEFORE PARTY

- ☐ Call guests to "Thanks for coming"
- ☐ Call hostess to confirm attendees & encourage outside orders

DAY BEFORE PARTY

- ☐ Prep for class
- ☐ Final reminder call to hostess

AFTER THE PARTY

DAY AFTER PARTY

- ☐ File & add to InTouch
- ☐ Thank you notes, sent to ALL
- ☐ Thanks for being a great hostess
- ☐ Post WAS
- ☐ Follow up with Prospects
- ☐ Follow up those who didn't attend

DAY AFTER PARTY

- ☐ Number of guests?
- ☐ Number of sets sold?
- ☐ Number of bookings?
- ☐ Number of interviews?
- ☐ Total Retail Sales?
- ☐ Hostess final gift?
- ☐ What do I need to improve?

2 DAYS AFTER PARTY

- ☐ Call to check if products are performing well.

2 WEEKS AFTER PARTY

- ☐ Stop by or call to check in about products or questions

2 MONTHS AFTER PARTY

- ☐ Call to advise about reordering or email a reminder