

Coaching Full Circle

"If an appointment is worth booking...it's worth coaching." HOSTESS Information

HOSTESS Information

Name _____

Home Address _____

Mobile # _____

Party Address _____

WEDDING Info (if applicable)

Wedding Date _____

Bridesmaids _____

Wedding dress color _____

Bridesmaids dress color _____

**WORDS TO
TEXT WITH
IMAGE →**

Hey! I'm super excited! I won a free beauty experience for myself & 6 friends from Mary Kay! 🎉 You know how much I LOVE ❤️ u so u are 1 of the 6 that I picked! Part of my package is that u get a custom bag with some fun samples in it! Text Karla @ [720-330-9939](tel:720-330-9939) to reserve your spot & so she can customize it! 😊

PARTY Information

Party Date _____

What is the Hostess working to receive for FREE?

Date Appointment was booked _____

Day Appointment is booked:

- Text confirmation sent
- Text invitation with image & sample wording sent to hostess
- Text details / image of Hostess rewards program if applicable, including outside order info

Day AFTER Appointment is booked:

- Call hostess with update on RSVPs (If no RSVPs received still call hostess)

Other:

- Guests RSVPs received day invitation sent? Yes / No
- Guests pre-profiled
- Confirm the appointment with hostess 3-4 days prior
- Confirm the appointment the day prior

| Name | Email | Mobile # | Skin Tone | Skin Type | Skin Concerns |
|------|-------|----------|-----------|-----------|---------------|
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HOSTESS COACHING

- Confirmed guest attendance
- Explained hostess program
- Encouraged outside sales towards hostess goal (for people who can't attend)
- Explained promptness / starting on time
- Explained policy of no guests under 18 years of age (unless a mother / daughter event)

AFTER CLASS

- Thank you note to hostess
- Thank you notes to all purchasing guests
- Party details posted to online Weekly Accomplishment Sheet
- Customers added to MyCustomers on InTouch
- Follow up to prospective team members

SELF EVALUATION

- _____# of guests who attended (including hostess)
- _____# of purchasing guests
- _____# skin care sets sold (minimum of cleanser & moisturizer)
- _____# of bookings
- _____# of referrals
- _____# of new team members
- _____# of team building calls