

Working Full Circle: Party Tracking Sheet

Hostess Information

Hostess Name: _____

Address: _____

Phone: _____

Class Location: _____

Thank You: _____

Class Information

Class Date: _____

Guest List: _____

Pre-Profiled: _____

Reminder Card Sent (date): _____

Gave Hostess Packet: Yes No


What is her goal? _____

Coach Hostess

- How to invite guests
- Refreshments
- Class Area
- Confirmed Guest Attendance
- Confirmed Set-up & Directions
- Childcare Arrangements
- Encouraged Outside Sales
- Explained Credit
- Promptness

After Class

- Thank You to Hostess!
- Posted to Weekly Summary Sheets
- All Orders Delivered
- Added names to Preferred Customer List
- Followed Up with Team Member Prospects



Self-Evaluation

How many sets sold? _____

How many bookings made? _____

How many interviews? _____

What do I need to change? _____

GUEST LIST - Name	Phone Number	Address	Pre-Profiled/ Special Need	Invitation Sent
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Total Sales: \$ _____ **Wholesale Reorder Placed \$** _____ **Date:** _____