

# Full Circle Appointment

## Hostess Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Home Work Mobile (text)  
 Email: \_\_\_\_\_  
 Received Hostess Packet  
 Created Wish List

## Appointment Information

Date: \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Type: Skin Care Color Body Other \_\_\_\_\_  
 Guest List Received  
 Beaut-e-vites Sent  
 Postcards/Invitations Sent  
 Guests Pre-Profiled

## Hostess Coaching

- How to Invite Guests
- Refreshments
- Childcare Arrangements
- Demonstration Area & Requirements
- Confirmed Location/Directions
- Encouraged Outside Sales
- Explained Hostess Credit
- Confirmed Guest Attendance
- Confirmed Set-Up Time

## New Team Member Prospects

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Opportunity Packet  Opportunity Packet  
 Opportunity CD/DVD  Opportunity CD/DVD  
 Interview Booked  Interview Booked  
 Agreement Signed  Agreement Signed  
 Starter Kit Ordered  Starter Kit Ordered

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Opportunity Packet  Opportunity Packet  
 Opportunity CD/DVD  Opportunity CD/DVD  
 Interview Booked  Interview Booked  
 Agreement Signed  Agreement Signed  
 Starter Kit Ordered  Starter Kit Ordered

## Hostess Incentive Program

<u>Credit Offer Options</u>	<u>Earned</u>
<input type="checkbox"/> Cosmetic Bag Trio Set	YES / NO
<input type="checkbox"/> Travel Roll-Up Bag	YES / NO
<input type="checkbox"/> Deal to Love (\$75 for \$35)	YES / NO
<input type="checkbox"/> 10% of Sales Free w/no booking	YES / NO
<input type="checkbox"/> 15% of Sales Free w/1 booking	YES / NO
<input type="checkbox"/> 20% of Sales Free w/2 bookings	YES / NO
<input type="checkbox"/> Other: _____	YES / NO
<input type="checkbox"/> Other: _____	YES / NO
<input type="checkbox"/> Other: _____	YES / NO

## Notes

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## Appointment Accomplishment Summary

Total Retail Sales \$ \_\_\_\_\_  
 Outside Order Retail Sales \$ \_\_\_\_\_  
 # of Buying Guests: \_\_\_\_\_  
 # of Sets Sold: \_\_\_\_\_  
 # of New Bookings: \_\_\_\_\_  
 # of Interviews Done: \_\_\_\_\_  
 # of New Team Members Added: \_\_\_\_\_

## Follow-Up Finish

- Delivered/Sent Guest & Hostess Thank You's
- Posted to Weekly Accomplishment Sheet
- Delivered Orders
- Added Names to Preferred Customer List
- Filed Sales Tickets & Customer Profiles
- Followed Up with Team Member Prospects