# Working Full Circle

## Hostess Information

Hostess Name:_____
Address: _____
Phone: _____
Class Location: _____
Thank You: _____

## Class Information

Class Date: _____
Guest List: _____
Pre-Profiled: _____
Reminder Cards Send (date): _____
Gave Hostess Packet: Yes No Date: ____
What is her goal?: _____

## Notes:

_____
_____
_____
_____
_____
_____
_____

## Hostess Coaching:

__ How to Invite Guests
__ Refreshments
__ Class Area
__Confirmed Guest Attendance
__ Confirmed Set-up and Directions
__ Childcare Arrangements
__ Encouraged Outside Sales
__ Explained Credit
__ Promptness of Guests

## Guest List

| Name | Phone Number | Address | PCP | Pre-profiled | Relationship |
|---|---|---|---|---|---|
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## After Class

__ Thank you's
__ Posted to Weekly Summary Sheets
__ Filled Pink Tickets and Other Sheets
__ Added Names to Preferred Customer List
__ Followed up with Team Member Prospects

## Self Evaluation

How many Skin Care Sets Sold? ____
What were Total Sales? ____
How many Bookings made? ____
How many Interviews done? ____
How many Interviews Booked? ____
What do I need to change? (Notes on reverse)