Mary Kay Party & Hostess Checklist

◦ Party Date: Party Theme:

◦ Hostess Name:

◦ Hostess Phone/Email:

◦ Hostess Address:

◦ Party Location:

|  |  |  |
| --- | --- | --- |
| **TELEPHONE HOSTESS COACHING CONT’D** | YES | NO |
| Simple Refreshments |  |  |
| If Makeover Party - Skin Care Done, Up to Foundation |  |  |
| Directions & Parking |  |  |
| Childcare Arrangements |  |  |
| Ask Guests Pre-profiling Questions by phone/email |  |  |
| **PRE-PROFILING GUESTS** | YES | NO |
| Have you tried MK before? If yes, When? |  |  |
| Current Routines & Brands |  |  |
| Skin Type/Skin Tone/skin Allergies |  |  |
| What does your skin need? Change about Skin? |  |  |
| Count on her to be there? Come 10 min early |  |  |
| 1st of 3 Complimentary Sessions |  |  |
| No Obligation to Purchase, but specials for you |  |  |

|  |  |  |
| --- | --- | --- |
| **INITIAL HOSTESS COACHING** | YES | NO |
| Gave Hostess Packet & Explain All |  |  |
| Remind her to invite guests personally quickly |  |  |
| Explained Skin Care Surveys to hostess |  |  |
| What does she want to earn free? |  |  |
| How to invite Guests, how many to invite for 5  to show? |  |  |
| Encourage Outside Orders & Skin Care surveys |  |  |
| Early arrival for Special Hostess Pampering |  |  |
| Start On-time, guests come 10 minutes early |  |  |
| **TELEPHONE HOSTESS COACHING** | YES | NO |
| Guest List Received w/phone #’s |  |  |
| Confirm Guest Attendance (1 day ahead) |  |  |
| Confirmed Appointment Area |  |  |
| Thank you/Reminder Card Sent Out |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Guest Name/How Hostess knows her** | **Phone #** | **Snail Mail/Email Address** | **Invite Sent?** | **Pre-Profiled?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Self-Evaluation**

How many sets sold? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many bookings made? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many interviews? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many referrals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do I need to change? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please make notes on reverse.***

**After Appointment**

 Called Director to share results!

 Thank You Notes!

 Posted to Weekly Accomplishment Sheet Online

 Filed Sales Slips and Profiles

 Added names to My Customers & PCP

 Followed Up with Team Member Prospects/Booked Follow-up Time MGT Appts from each Party

**After Appointment**

 Called Amy to share my results!

 Thank You Notes!

 Posted to Weekly Accomplishment Sheet Online

 Filed Sales Slips and Profiles

 Added names to My Customers & PCP

 Followed Up with Team Member Prospects/Booked Follow-up Time MGT Appts from each Party

**Self-Evaluation**

How many sets sold? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many bookings made? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many interviews? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many referrals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do I need to change? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please make notes on reverse.***

**After Appointment**

 Called Amy to share my results!

 Thank You Notes!

 Posted to Weekly Accomplishment Sheet Online

 Filed Sales Slips and Profiles

 Added names to My Customers & PCP

 Followed Up with Team Member Prospects/Booked Follow-up Time MGT Appts from each Party