***TO do list after party***

1. Call the hotline to report.
2. Text Michelle the names and phone numbers of your guests who said I could call to get feedback.
3. Restock your inventory bags with products if you take them with you all the time.
4. Restock your rollup bag and bag with facial supplies to be ready for

next class.

1. Order any products that you need to fill the customer’s order if you don’t have the products.
2. Prepare checks and cash for deposit - charge credit cards
3. Fill in your weekly accomplishment sheet
4. Add customer to the preferred customer program
5. Write thank you note
6. File the profile and order in your filing system
7. Write down when you are to call them back for guest list and interview and

check on the products in your date book.