

# Working Full Circle

## Hostess Information

Hostess Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Class Location: \_\_\_\_\_  
 Thank You: \_\_\_\_\_

## Party Information

Party Date: \_\_\_\_\_  
 Guest List: \_\_\_\_\_  
 Pre-Profiled: \_\_\_\_\_  
 Reminder Card Sent (date): \_\_\_\_\_  
 Gave Hostess Packet:      Yes              No  
 What is her goal? \_\_\_\_\_

## Directions to Party Location:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Coaching Your Hostess

- How to invite Guests
- Refreshments
- Party Area
- Confirmed Guest Attendance
- Confirmed Set-Up and Directions
- Childcare Arrangements
- Encouraged Outside Sales
- Explained Credit
- Promptness

## Guest List

Name	Phone Number	Invitation Sent	Pre-Profiled	Thank You Sent	PCP	Follow-Up

## After Class

- Thank You!
- 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 sets sold? \_\_\_\_\_  
 How many bookings made? \_\_\_\_\_  
 How many interviews? \_\_\_\_\_  
 What do I need to change? \_\_\_\_\_  
 Please make notes on reverse.