

# Full Circle Worksheet

## Hostess Information

Hostess Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Class Location: \_\_\_\_\_

Thank you: \_\_\_\_\_

## Class Information

Class Date: \_\_\_\_\_

Guest List Deadline: \_\_\_\_\_

Pre-Profiled: \_\_\_\_\_

Reminder Card Sent (date): \_\_\_\_\_

Gave Hostess Packet: Yes/No

What is her goal? \_\_\_\_\_

### Directions to Her house or Gave Mine

### Coach Hostess

- ☐ How to invite Guests
- ☐ Refreshments
- ☐ Class Area
- ☐ Confirmed Guest Attendance
- ☐ Confirmed Set-up & Directions
- ☐ Childcare Arrangements
- ☐ Encouraged Outside Sales
- ☐ Explained Credit
- ☐ Promptness

### Guest List

Name	Phone Number	PCP	Pre-Profiled	Reminder Card Sent

### After Class

- ☐ Thank you note sent
- ☐ Posted to weekly summary sheets
- ☐ Filed 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 booking made? \_\_\_\_\_

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

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

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_