



Working Full Circle

Appointment Checklist

○ Party Date:
○ Hostess Name:
○ Hostess Phone/Email:
○ Hostess' Address:
○ Party Location:

<u>INITIAL HOSTESS COACHING</u>	<u>YES</u>	<u>NO</u>	<u>TELEPHONE COACHING CONT'D</u>	<u>YES</u>	<u>NO</u>
Gave Hostess Packet & Explain Plan			Skin care done up to foundation		
What does she want to earn free?			Directions, Parking, Childcare		
Arrange how she will get you guest list			Email & Snail Mail all guest invites		
Extra gift for listening to hotline			TY note to Hostess w/ drink mix & brownie/muffin/cookie mix		
How many guests to invite & how			Have Hostess give reminder calls/ emails/texts <i>(1day ahead)</i>		
Encouraged Outside Orders					
"This is my business" verbal handshake			<u>PRE-PROFILING GUESTS</u>	<u>YES</u>	<u>NO</u>
Confirmation Email Sent			Customized Gift Bag colors		
			Tried Mk before, current routine & brands		
<u>TELEPHONE COACHING</u>	<u>YES</u>	<u>NO</u>	Skin type & Skin tone		
Guest List Received			Change about skin?		
Appt Area & Simple Refreshments			On-the-spot delivery		
Remind her what she's earning free			Count on her to be there?		

Guest Name/How Hostess knows her	Phone #	Snail Mail/Email Address	Inv. Sent?	Pre-Profiled?

After the Appointment

- Called my Director and shared my results!
- Added Customer Profiles to myCustomers on InTouch
- Enter customer sales in their sales history to keep record.
- Take Customer Sales Tickets and reorder what you sold
- Updated 60/40 Weekly Money Management Sheet
- Updated your Weekly Accomplishment Sheet online
- Filed Sales Slips and any other paper
- Begin to COACH the next appointments! Send Thank You Notes to all guests in attendance (this will serve as reminder) & Get Guest Lists!

Self-Evaluation

1. How many referrals? _____
2. How many Q&As? _____
3. How many bookings made? _____
4. How many skin care sets sold? _____

What can I improve? _____
