

				Coacl	ning Sheet	Work I	t Full Circle! 🥤		Within 48 hours
Hostess Info				"A class worth booking, IS a class worth coaching!"				Coach Hostess Info Sharing:	
Name							Data Daalsad		Add More Guests to List
Phone				Class Info			Date Booked		What to say to Guests:
Email				Theme					Ask for emails Only Limited seating
1									Bring a friend If Life happens
				1 1			1 Muthin 3/Lhoure		Confirm Guest Attendance
Roc	oking Giπ	?		PreProfiled			Mail Thank you postcard/hostess packet		Class area, table, lighting. Snacks After class during consultations
				48 hr. List Gift:			Other		Private cons area
Guest List								Satin hands area	
G.G	. Pre- Cor	า-	_						Childcare arrangements
Bag	Prof firm	nd	Name	Addy		Phone	Email		Encourage 5 outside orders
									Hostess program reminder
									Promptness for all
									Communication is Key
									·
_									2 days before Party
									Call Guests to "thank for coming"
									Call Hostess to confirm attendees and encourage outside orders
									encourage outside orders
							<u> </u>		Day before Party
									Prep for Class
									Final Reminder call to hostess
L									Day After Party
									File orders/profiles, add to InTouch
	Outside	e Orders							☐ Thank you notes, sent to ALL
Name				Addy Phone		Order Amt	Order Amt Email		Thanks for being Great Hostess
Ivallic				Auuy	Phone	Order Affit	Liliali		Post WASFollow up with Prospects
									Foll. up those who did not attend
2									☐ How many guests:
3									☐ How many sets sold?
4									How many Bookings?
5									How many Innerviews?
Shared by Linda Meldrum, ISD, MI								um, ISD, MI	Total Retail Sales?
2 Days after Party 2 Weeks after Party 2 Months									☐ Hostess final Gift?☐ What do I need to improve?
						6-11-4:		villat do i need to improve:	
\Box	call check i	f products perfo	rming	Stop by-client show you	now using products		e re-order or MK eminder		