

full circle coaching

"A class worth booking, is a class worth coaching!"

HOSTESS INFO

Name _____
 Phone _____
 Email _____
 Address _____
 Booking Gift? _____

CLASS INFO

Date/Time _____
 Hostess Gift? _____
 Party Theme _____
 Pre-Profiled _____

DATE BOOKED:

GUEST LIST

| Name | Phone | Email | Pre-Profiled | Confirmed |
|------|-------|-------|--------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

WITHIN 24 HOURS

- Send Thank You/Hostess Packet
- Other _____

WITHIN 48 HOURS

- Add more guests to list
- What to say to guests:
Ask for emails Limited seating
Bring a friend If life happens
- Confirm guest attendance
- Class area, table, lighting, snack afterwards, during consultations
- Private consultation area
- Satin hands area
- Childcare arrangements
- Encourage 5 outside orders
- Hostess program reminder
- Promptness for all
- Communication is key

2 DAYS BEFORE PARTY

- Call guests to "Thanks for coming"
- Call hostess to confirm attendees & encourage outside orders

DAY BEFORE PARTY

- Prep for class
- Final reminder call to hostess

AFTER THE PARTY



DAY AFTER PARTY

- File & add to InTouch
- Thank you notes, sent to ALL
- Thanks for being a great hostess
- Post WAS
- Follow up with Prospects
- Follow up those who didn't attend

DAY AFTER PARTY

- Number of guests?
- Number of sets sold?
- Number of bookings?
- Number of interviews?
- Total Retail Sales?
- Hostess final gift?
- What do I need to improve?

2 DAYS AFTER PARTY

- Call to check if products are performing well.

2 WEEKS AFTER PARTY

- Stop by or call to check in about products or questions

2 MONTHS AFTER PARTY

- Call to advise about reordering or email a reminder