



# full circle coaching

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

## WITHIN 24 HOURS OF BOOKING

- Send Thank You/Hostess Packet
- Other \_\_\_\_\_

## TO DO (IF VIRTUAL)

- Set up party group/schedule posts
- Have Hostess invite guests to group
- Add guests to tracking sheet
- Pre-Profile guests (get address, learn how they know the hostess, have they tried Mary Kay, skin type, etc.)
- Coach Hostess on engaging w/ party posts, tagging guests, etc.

## 2 DAYS BEFORE PARTY

- Reminder call/text to guests
- Connect w/ Hostess to confirm attendees (have her send a reminder text or call) and encourage outside orders

## DAY BEFORE PARTY

- Prep for class
- Final reminder text/call to Hostess

## TO DO (IF IN PERSON)

- Give Hostess an invite text to send
- Get guest list from Hostess
- Add guests to tracking sheet
- Pre-Profile guests (learn how they know the hostess, have they tried Mary Kay, any skin concerns, etc.)
- Coach Hostess (table/seating, childcare, snacks afterward, hostess program, outside orders, communication with guests, etc.)
- Pack Starter Kit w/ necessary supplies and demo product (see Party Cheat Sheets in Consultant Handbook)

## AFTER THE PARTY

- Send thank you text to all guests
- Send thank you message to Hostess
- Follow up for orders/bookings (if virtual)
- Follow up w/ potential recruits
- Follow up w/ those who didn't attend
- Add all sales/giveaways/hostess rewards to your WAS Report

## 2 + 2 + 2

- 2 Days
- 2 Weeks
- 2 Months