full circle coaching

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

HOSTESS INFO

CLASS INFO

Name	Date/Time
Phone	Virtual/In Person
Email	Party Theme (if applicable)
Address	
Booking Gift (if applicable)	Pre-Profiled

GUEST LIST

Name	Phone	Address (if virtual) or Email Address

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WITHIN 24 HOURS OF BOOKING

- Send Thank You/Hostess Packet
- Other

TO DO (IF VIRTUAL)

-) Set up party group/schedule posts
- ight) 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

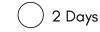
 Reminder call/text to guests
Connect w/ Hostess to confirm attendees (have her send a reminder text or call) and encourage outside orders

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 quest 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 quests, 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 Weeks

) 2 Months