Coaching Sheet Work It Full Circle!

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

Hostess Info

Name _____

Phone _____

Email _____

Add. _____

Booking Gift? _____

Class Info

Theme _____

Date, Time _____ @ _____

Hostess Gift? _____

PreProfiled _____

48 hr. List Gift: _____

Date Booked

Within 24 hours

- ☐ Mail Thank you postcard/hostess packet
- ☐ Other _____

Guest List

G.G. Bag	Pre-Prof	Con-firmd	Name	Addy	Phone	Email

Outside Orders

	Name	Addy	Phone	Order Amt	Email
1					
2					
3					
4					
5					.

Shared by Linda Meldrum, ISD, MI

Within 48 hours

Coach Hostess Info Sharing:

- ☐ Add More Guests to List
- ☐ What to say to Guests:
  - Ask for emails
  - Only Limited seating
  - Bring a friend
  - If Life happens
- ☐ Confirm Guest Attendance
- ☐ Class area, table, lighting. Snacks After class during consultations
- ☐ Private cons 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 "thank for coming"
- ☐ Call Hostess to confirm attendees and encourage outside orders

Day before Party

- ☐ Prep for Class
- ☐ Final Reminder call to hostess

Day After Party

- ☐ File orders/profiles, add to InTouch
- ☐ Thank you notes, sent to ALL
- ☐ Thanks for being Great Hostess
- ☐ Post WAS
- ☐ Follow up with Prospects
- ☐ Foll. up those who did not attend
- ☐ How many guests: _____
- ☐ How many sets sold? _____
- ☐ How many Bookings? _____
- ☐ How many Innerviews? _____
- ☐ Total Retail Sales? _____
- ☐ Hostess final Gift? _____
- ☐ What do I need to improve? _____

_____

2 Days after Party

- ☐ Call check if products performing

2 Weeks after Party

- ☐ Stop by-client show you how using products

2 Months

- ☐ Call advise re-order or MK eminder