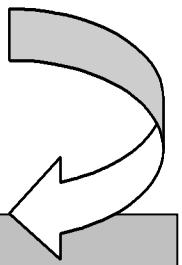


Working Full Circle



Hostess Information

Hostess Name: _____

Address: _____

Phone: _____

Class Location: _____

Thank You: _____

Class Information

Class Date: _____

Guest List: _____

Pre-Profiled: _____

Reminder Card Sent (date): _____

Gave Hostess Packet: Yes No

What does she want? _____

Directions to Class Location:

Coaches Hostess

- q How to invite Guests
- q Refreshments
- q Class Area
- q Confirmed Guest Attendance
- q Confirmed Set-Up and Directions
- q Childcare Arrangements
- q Encouraged Outside Sales
- q Explained Credit
- q Promptness

Guest List

Name	Phone Number	PCP	Pre-Profiled	Reminder Card Sent

After Class

- q Thank You!
- q Posted to Weekly Summary Sheets
- q Filled Pink Tickets and Other Sheets
- q Added names to Preferred Customer List
- q Followed Up with Team Member Prospects

Self-Evaluation

- How many sets sold? _____
- How many bookings made? _____
- How many interviews? _____
- What do I need to change? _____

Please make notes on reverse.