

Hostess Information

Hostess Name: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Class Information

Class Date: _____
 Gave Hostess Packet: Yes / No
 What is her goal? _____
 Did I send a booking thank you note: Yes / No

Class location and directions:

Hostess Coaching Checklist

- How to invite her guests.
- Refreshments.
- Class Area/Set up Requirements.
- Confirmed Guest Attendance.
- Confirmed Set-up & Directions.
- Childcare Arrangements.
- Encouraged Outside Sales.
- Explained Hostess Credit/Incentives.
- Promptness/ On time arrivals—get Satin Hands.

Guest List

| Name | Phone Number | E-mail | Pre-profiled | Reminder Card Sent | PCP |
|------|--------------|--------|--------------|--------------------|-----|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

After the Class Checklist

Self-Evaluation

- Thank you note sent to hostess and each guest
- Posted to weekly accomplishment sheet
- Made deposit on Ledger
- Added names to Boulevard & PCP list
- Followed up with team member prospects

How Many sets sold? _____
 How many new bookings did I get? _____
 How many interviews did I scheduled? _____
 What do I need to change? _____