Working Full Circle

Hostess Information

Hostess Name_____

Address _____

Phone _____

Class Location _____

Class Date _____

Class Checklist

- ❑ Gave Hostess Her Promo Pic
- ❑ Guest List Received
- ❑ Pre-Profiled Guests
- ❑ Reminder Text Sent
- ❑ Sent Hostess Thank You

Hostess Checklist

- ❑ Sent Invite Text
- ❑ Discussed Snacks/Beverages
- ❑ Have a Class Area Picked Out
- ❑ Confirmed Guest Attendance
- ❑ Confirmed Set-Up and Directions
- ❑ Childcare Arrangements
- ❑ Encouraged Outside Sales

After Class

- ❑ Thank Yous!
- ❑ Sales Tickets/Charged Cards
- ❑ CDS Needed Products
- ❑ Update Tracking Sheets
- ❑ Added New Customers to My Customers
- ❑ Follow Up with Prospective Team Members

Guest List

Name	Phone Number	Pre-Profiled	Added to My Customers	Reminder Text Sent	Thank You Card Sent