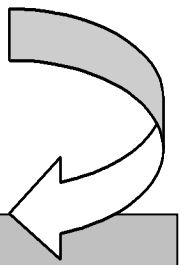


# Working Full Circle



## 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 is her goal? \_\_\_\_\_

## Directions to Class Location:

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## 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.