



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-firmed	Name	Address	Phone	Email

Outside Orders

	Name	Address	Phone	Order Amt	Email
1					
2					
3					
4					
5					

Shared by Linda Meldrum, ISD, MI

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 reminder

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? _____