# Work it FULL CIRCLE!

*Coaching Sheet*

*"A class worth booking is a class worth coaching!"*

**CLASS INFO:**

Theme: _____
Date/Time: _____
Hostess Gift?: _____
Pre-profiled?: _____
48 hr. List Gift: _____

**DATE BOOKED:** _____

**HOSTESS INFO:**

Name: _____
Phone: _____
Email: _____
Address: _____
_____
Booking Gift?: _____

## Guest List

| G.G. Bag | Pre-Prof | Con-firmed | Name | Address | Phone | Email |
|---|---|---|---|---|---|---|
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## Outside Orders

| Name | Address | Phone | Order Amt. | Email |
|---|---|---|---|---|
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### 2 DAYS BEFORE PARTY

- ◯ Call guests to "thank for coming"
- ◯ Call hostess to confirm attendees and encourage outside orders

### WITHIN 48 HOURS

*Coach Hostess Info Sharing:*

- ◯ Add more guests to list
- ◯ What to say to guests:
  - Ask for Emails
  - Bring a Friend
  - Only Limited Seating
  - If Life Happens
- ◯ Confirm guest attendance
- ◯ Class area, table, and lighting. Snacks after class, during consultations.
- ◯ Private cons. area
- ◯ Satin Hands® area
- ◯ Arrangements for childcare
- ◯ Encourage 5 outside orders
- ◯ Hostess program reminder
- ◯ Promptness for all
- ◯ Communication is Key!

### DAY BEFORE PARTY

- ◯ Prep for class
- ◯ Final reminder call to hostess

### WITHIN 24 HOURS

- ◯ Mail "thank you" card/hostess packet
- ◯ Other: _____

### DAY AFTER PARTY

- ◯ File orders/profiles, add to InTouch
- ◯ Thank you notes, sent to ALL
- ◯ Thanks for being a Great Hostess!
- ◯ Post WAS
- ◯ Follow up with prospects
- ◯ Follow up with those who did not attend
- ◯ How many guests: _____
- ◯ How many sets sold: _____
- ◯ How many bookings: _____
- ◯ How many interviews: _____
- ◯ Total Retail Sales: _____
- ◯ Hostess final gift: _____
- ◯ What do I need to improve?: _____ _____ _____ _____

### 2 DAYS AFTER PARTY

- ◯ Call, check if products are performing

### 2 WEEKS AFTER PARTY

- ◯ Stop by, client show you how using products.

### 2 MONTHS AFTER PARTY

- ◯ Call, advise a reorder or MK reminder