



Hostess Name: _____

Class Location: _____

Email: _____

Phone: (____) _____ - _____

The Perfect Class

6 Guests
 \$300 Retail Sales
 3 Marketing Interviews
 3 Sets Sold
 1 New Team Member

Class Information

____/____/____

date

day

____: ____ AM PM

- Hostess Packet Sent? ____/____
- Confirmed? ____/____
- Pre-Party TY Sent: ____/____
- Guest List Received: ____/____
- Guest List Gift Sent: ____/____
- Pre-Profiled? ____/____

GUEST LIST WITHIN 24 HOURS?

Hostess Checklist

- \$20 - Party held on original date
- \$20 - 5 Guests, 18+, N/C
- \$20 - \$200 or more in RS
- \$20 - \$200 or more in OS
- \$20 - At least 2 bookings

Hostess Coaching

1st coaching

- How to invite guests
- Encourage Outside Sales
- Review Packet
- Guest List - 24 hour challenge
- Answer Questions
- Refreshments
- Promptness

2nd coaching

- Class Area
- Promptness
- Confirmed Guest Attendance
- Review Class Occurrences
- Arrival 1/2 to 1 hour early
- Makeover? ____ yes ____ no

Class Outcome

\$ _____

Total Retail Sales
(excluding sales tax)

\$ _____

Total Hostess Credit

\$ _____
GL Gift (if earned)

How many sets sold? _____

Bookings Made? _____

Interviews Scheduled? _____

New Team Members? _____

Guest List

Note	Guest Name	Guest Phone	PP?



Under Note: **PR** = Possible Recruit, **PH** = Possible Hostess