



PARTY COACHING SHEET



Hostess Name _____ DATE/TIME OF PARTY _____

Phone Number _____ Email _____

Address _____

Location of Party: _____

COACHING YOUR HOSTESS

HOSTESS PACKET GIVEN

HOSTESS COACHING (Date and time: _____)

Get her excited about what she can get for free! Go through hostess brochure with hostess and makes sure she understands hostess program. What's on her wish list

CONFIRMATION EMAIL/TEXT

GUEST LIST RECEIVED

SEND PARTY INVITES (mail out or send evite)

CONFIRM AND PRE-PROFILE

Call hostess and see how the RSVP's are going. Pre-profile your hostess. Pre-profile all guests by phone, email or text.

HALF PRICE PRODUCTS FOR HOSTESS

_____ Party Held on original scheduled date

_____ Hostess gave me guest list

_____ Hostess completed Marketing Plan Survey

After your Party:

1. Call your Director to share the results :) and also to let her know what guests will be on a future marketing call or need to be followed up with.
2. Process all credit/check cards and store checks/cash in safe place until "bank day".
3. Complete "Party Evaluation" below.
4. Send thank you note to hostess and guests.
5. Follow up with guests 2 days after party.
6. Record activity on your Weekly Acc. Sheet and Business Tracking Register.
7. Add all new customers to "My Customers" & PCP.
8. Add results on monthly tracking sheet so you can track.
9. Clean your bags, mirrors and trays so they are ready for your next party.

Party-Evaluation

1. Number of Guests _____
2. Total retail sales \$ _____
3. Total amount given away \$ _____
4. # Skin Care Sets Sold: _____
5. # Referrals from party: _____
6. # New Parties scheduled: _____
7. # of Interviews scheduled: _____
8. My Profit is: _____

