

Party Checklist

Hostess _____ Phone _____

E-mail address _____

Class Date _____ Class Time _____

Address _____

Hostess Program _____

- _____ Preliminary coached- told her about hostess program
- _____ Pre-profiled hostess
- _____ Received guest list and invited
- _____ Sent hostess packet and girlfriend vouchers
- _____ Pre-profiled guests (email,call,text)
- _____ Reminder sent (email or text)
- _____ Phone coached
- _____ Thank you note sent after party
- _____ Follow up calls done 2 weeks after party

Guest Name/Address/Phone

Make a check next to their name after you pre-profile them. Add any personal info or notes from phone conversation. After party, put follow up date called 2 days to 2 weeks after.

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____

Referrals Unable to Attend

Put an asterisk next to the names the hostess suggests might be interested in host their own class and check after calling.

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____

_____ Hostess Thank You Sent _____

_____ Hostess Goal _____

_____ Hostess Rewards Earned _____
