

Hostess Profile: Working Full Circle

Hostess Information
Hostess Name: _____
Address: _____ _____
Email: _____
Phone: _____
Class Location: _____

Class Information
Class Date: _____
_____ Guest List Obtained by _____
_____ Pre-Profiled Guests
Hostess Reminder Card Sent on _____
Gave Hostess Packet: YES NO
What is her goal? _____

Directions to Class Location

<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p style="text-align: center; margin: 0;">Coaches Hostess:</p> <ul style="list-style-type: none"> How to Invite Guests Refreshments Class Area Confirmed Guest Attendance Confirmed Set Up & Directions Childcare Arrangements Encouraged Outside Sales Explained Credit Promptness
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Guest List: Name	Phone Number	Asked to add to PCP	Date Pre-Profiled	Reminder Card Sent

After Class Checklist
Thank You Sent Posted to Weekly Summary Sheets Filled in Pink Tickets & Other Sheets Added names to PCP list online Followed up with Prospects

Self Evaluation - review with your Director
How many sets sold? _____ How many bookings made? _____ How many interviews? _____ What do I need to work on? _____ _____