

Hostess Coaching Sheet

Hostess Info

Name: _____ Party Date/Time: _____

Address to Party: _____ Phone: _____

How do I know the Hostess? _____ Party Theme: _____

Hostess or Referral Gift: _____

Party Prep

- Date Confirmed
- Hostess packet given/
incentives explained
- Ask for Guest List
- Received Guest List
- Invitations Sent (jpg, FB
event, Beauty Evite,
postcards)
- Invitations Tips/Scripts Sent
- Thank You in advance Sent

Confirming

- Location Confirmed
- Reminder Text Sent
- Free Product Text Sent
- Confirmation Text Sent
- Can't Wait Until Today
Text Sent

Expectations

- Child Care
- Outside Orders
- Hostess Program
- Food
- Class Area

Guest List

Name	Phone	On myCustomer+	Pre-Profiled	Reminder Text
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After Class

- Thank You Card Sent
- Update Tracking Sheets
- Filled profile cards & sales tickets
- Updated myCustomer + App
- Followed up with Team Member prospects

Self-Evaluation

- How much did I sell?
- How many bookings did I get?
- How many surveys did I schedule?
- How many referrals did I get?
- How many guest meetings did I schedule?
- What did I do well?
- What can I improve on?