



COACHING CHECK LIST

Hostess Name: _____ Appt. Date: _____

Phone #'s home: _____ cell: _____ work: _____

Address: _____ City/State: _____ Zip: _____

Email Address: _____

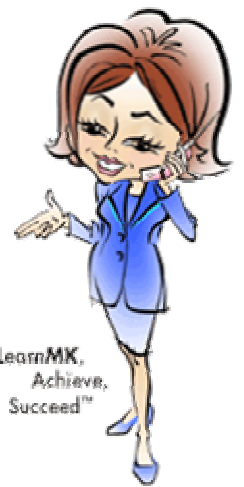
Pre-Show Check List:

- Hostess Packet given _____
(Date)
- Thank You Note: _____
(Date)
- Appointment for Follow Up Call for Guest List _____
(Date)
- Follow Up call for Guest List & Pre-Show Coaching. # Invited: _____
 - ⇒ Food/House
 - ⇒ Calling her guests now & then reminder 1-2 days before class
 - ⇒ Outside Orders
 - ⇒ Child Care/On-Time Drawing
 - ⇒ Let her know you will be pre-profiling - answers on Customer Profile
 - ⇒ What she wants for her Hostess Credit: _____
- Invitations Mailed _____ # mailed: _____
(Date)
- Pre-Profiled Guests _____
(Date)
- Call for Directions & # of guests coming day of or evening before.



Post-Show Check List:

- Send Thank You Note to Hostess: _____
(Date)
- Send Thank You Notes to Guests: _____
(Date)
- Call and book people who you didn't offer class/facial/CD to, if any.
- Enter into Date Book or Call List for 2 day follow-up call



DIRECTIONS/NOTES: