



# COACHING CHECK LIST

Hostess Name: \_\_\_\_\_ Appt. Date: \_\_\_\_\_

Phone #'s home: \_\_\_\_\_ cell: \_\_\_\_\_ work: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

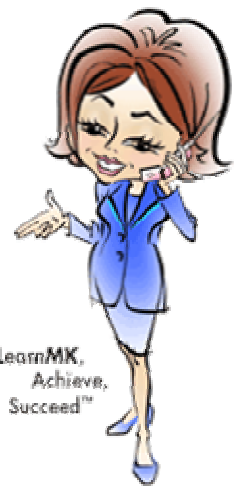
## Pre-Show Check List:

- 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: