

# SKIN CARE CLASS CHECKLIST

Class Date \_\_\_\_\_ Hostess Name \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**Class Times:** To Start \_\_\_\_\_ To Arrive \_\_\_\_\_



**Activity\***

**Date Completed**

**Done:**

**Projected Date:**

- |                 |  |       |          |
|-----------------|--|-------|----------|
| <b>Step 1:</b>  | Book Class   | _____ |          |
| <b>Step 2:</b>  | Preliminary Coaching   | _____ |          |
| <b>Step 3:</b>  | Give/Send Hostess Packet   | _____ | (      ) |
| <b>Step 4:</b>  | Send "Thank You in Advance"<br>Hostess postcard  | _____ | (      ) |
| <b>Step 5:</b>  | Get Invitation List (mention to<br>hostess that she may want to call her<br>guests and tell them to expect an invitation)  | _____ | (      ) |
| <b>Step 6:</b>  | Mail Invitations (at least 12 days prior)  | _____ | (      ) |
| <b>Step 7:</b>  | Hostess Coach  | _____ | (      ) |
| <b>Step 8:</b>  | Pre-Profile Guests   | _____ | (      ) |
| <b>Step 9:</b>  | Have Hostess call guests day before<br>or day of class to tell how excited she<br>is that they are coming, & tell hostess<br>how excited her guests are about pamper,<br><u>or</u> if need help w/ getting ahold of<br>guests! | _____ |          |
| <b>Step 10:</b> | Hold Class   | _____ |          |
| <b>Step 11:</b> | Close Class  | _____ |          |
| <b>Step 12:</b> | Individual Close   | _____ |          |
| <b>Step 13:</b> | Send Thank You Notes   | _____ |          |

\*timeframe can be adjusted, but as a rule, you want guests to receive invitations at least 10 days prior to the class.

## SKIN CARE CLASS CHECKLIST (con.)

| <u>Guest Name</u> | <u>Address</u> | <u>Phone Number</u> | <u>Pre-Profiled</u> |
|-------------------|----------------|---------------------|---------------------|
| 1. _____          | _____          | _____               | _____               |
| 2. _____          | _____          | _____               | _____               |
| 3. _____          | _____          | _____               | _____               |
| 4. _____          | _____          | _____               | _____               |
| 5. _____          | _____          | _____               | _____               |
| 6. _____          | _____          | _____               | _____               |
| 7. _____          | _____          | _____               | _____               |
| 8. _____          | _____          | _____               | _____               |
| 9. _____          | _____          | _____               | _____               |
| 10. _____         | _____          | _____               | _____               |

Hostess Program: (specify which program)

- \$75 for \$35 \_\_\_\_\_
- \$100 for \$45 \_\_\_\_\_
- \$10 free product for each adult guest \_\_\_\_\_
- Other \_\_\_\_\_
- Invitation list (prize) \_\_\_\_\_
- Other \_\_\_\_\_

