



Full Circle Party



"A class worth booking, is a class worth coaching!"

Hostess Info

Name _____
 Phone _____
 Email _____
 Address _____

Class Info






Date/ Time _____
 Place _____
 Party Theme _____
 Hostess Pre-Profiled _____
 Hostess Credit _____

Name	Phone	Pre-Profiled	Confirmed (Day before)

Immediately After Booking

- Send Pic Collage invite
- Mail Hostess Packet (or drop off)

2 Days After Booking

- Obtain confirmed guest list from hostess
- Remind Hostess:
 -  Table  Good Lighting
 -  Childcare  Snacks
 -  Private Consultation Area
- Encourage Outside Orders
- Promptness for All

2 Days Before Party

- Call Hostess to confirm guests
- Encourage Outside Orders

Day Before Party

- Prep for class
- Final reminder call to hostess

After Party

- Send Director Picture of Ponder Pink
- Add Customers & Sales to Intouch
- File Sales Slips & Profiles
- Send Thank You Notes to all guests & hostess
- Follow Up With Prospects
- Follow Up with those who didn't attend
- Remember to put each purchasing guest on your calendar for 2+2+2

of guests _____
 # of Sets Sold _____
 # of Bookings _____
 # of Career Chats _____
 Total Retail Sales _____
 Hostess Final Gift _____
 Check-in with director _____

What went well? _____

What do I need to improve? _____

