

# Full Circle Worksheet

## Hostess Information

Hostess Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Class Location: \_\_\_\_\_

Thank you: \_\_\_\_\_

## Class Information

Class Date: \_\_\_\_\_

Guest List Deadline: \_\_\_\_\_

Pre-Profiled: \_\_\_\_\_

Reminder Card Sent (date): \_\_\_\_\_

Gave Hostess Packet:            Yes/No

What is her goal? \_\_\_\_\_

Directions to her house (or give yours):

  
  
  
  
  
  
  
  
  
  

### Coach Hostess

- How to Invite Guests
- Refreshments
- Class Area
- Confirmed Guest Attendance
- Confirmed Set-up & Directions
- Childcare Arrangements
- Encouraged Outside Sales
- Explained Credit
- Promptness

Guest List				
Name	Phone Number	PCP	Pre-Profiled	Reminder Card Sent

### After Class

- Thank You card sent
- Posted to Weekly Summery Sheets
- Filed Pink Tickets & other sheets
- Add names to Preferred Customer List
- Follow up with team member prospects

### Self-Evaluation

How many sets sold? \_\_\_\_\_

How many bookings made? \_\_\_\_\_

How many interviews? \_\_\_\_\_

What do I need to change? \_\_\_\_\_

\_\_\_\_\_