

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 of Gave Yours

Coaches 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 not sent
- Posted to weekly summary sheets
- Filed pink tickets and other sheets
- Added names to Preferred Customer List
- Followed up with team member prospects

Self-Evaluation

How many sets sold? _____
 How many booking made? _____
 How many interviews? _____
 What do I need to change? _____

Notes _____

