

# Working Full Circle Before Class ....

## Hostess Information

Hostess name : \_\_\_\_\_  
 Who's class was she booked from: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Class location/directions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Class Information

Class date: \_\_\_\_\_ Type of class: \_\_\_\_\_  
 Guest list \_\_\_\_\_  
 Pre profiled? \_\_\_\_\_  
 Reminder cards or messages sent? \_\_\_\_\_  
 Gave hostess packet? \_\_\_\_\_  
 What is her goal ? (*What free products is she working for ?*) . \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Coaching your Hostess

- How to invite her guest ,calls/face book/text
- Refreshments
- Class area? (*Does she have a kitchen table ?*)
- Explain contents of hostess packet
- Childcare arrangements
- Promptness
- Encourage outside sales
- Encourage her to share the Dream Big Hotline with her Biggest Supporter before the show

## Confirmed Guests

Name	Number	Pre-profiled
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Working Full Circle After The Class ....

## In Your Office:

- \_\_\_ Sent thank you cards
- \_\_\_ Sent message to Fabulous Game referrals
- \_\_\_ Entered Weekly Accomplishment
- \_\_\_ Entered names to MY CUSTOMERS
- \_\_\_ Placed orders for IOU's
- \_\_\_ Outside order delivered/shipped
- \_\_\_ Facebook friend request
- \_\_\_ Added Hostess to Hostess Facebook Group
- \_\_\_ Posted pics and tagged Hostess
- \_\_\_ Wrote down mileage
- \_\_\_ Payment plan reminders on calendar or phone
- \_\_\_ Made bank deposit

## Hostess Totals:

Class \_\_\_\_\_ Outside orders \_\_\_\_\_  
 Free product earned \_\_\_\_\_ 50% items \_\_\_\_\_  
**Bookings Names & Dates:**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
**Interviews booked**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 Qualified Class? \_\_\_ Yes \_\_\_ No \_\_\_ In progress  
**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_