

# Hostess Checklist

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

Date of Party: \_\_\_\_\_

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

Gave Hostess the Hostess Packet!

Sent post card reminder with excitement right after scheduling!

Called 1 week prior to check in about how inviting guests is going!

Explained when you will call and ask for the guests list ~ that you will ask them a couple questions by call or text whatever they will prefer ~ and that it helps them know that we will be prepared for them so they have a better show up rate which will help her get more free!

Explained that she doesn't have to go crazy buying food and that you would prefer that they save any alcohol till after the Mary Kay concludes!

Explained keeping the original date and time for her to get \$2000 in free product!!

Explained that if she has 5 guests over the age of 18 that do not currently have a Beauty Consultant she will get another \$2000 in free product!

Made sure to explain that when she invites the guests that she tells them that they are coming to help her earn hostess credit and all they are required to do is have a good time! They will get a facial, but they would never be required to purchase anything!

Explained that if your concerned about your friends not buying enough to get to the \$20000 in sales that she should just invite more guests!! (She should always invite 12 if she wants 5 to show)

Made sure she knows to follow the guide lines when she takes outside sales and she understands completely!

Make sure that she knows its ok to encourage her friends to hold parties so that she will get another \$2000 in free product!

Called to get guest list 48hours prior!

Pre-profiled all guests

Explained that you will arrive 30mins prior to the start of the party!

When you arrive plan a place for closing and let the hostess know that during closing is the perfect time to serve any refreshments she had planned!

Maintained Excitement about the Party!!!!