



# PARTY COACHING SHEET



Hostess Name \_\_\_\_\_ DATE/TIME OF PARTY \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Location of Party: \_\_\_\_\_

## COACHING YOUR HOSTESS

**TELEPHONE COACHING** (Date and time: \_\_\_\_\_)

*Get her excited about what she can get for free! Go through hostess brochure with hostess and makes sure she understands hostess program. What's on her wish list*

Then say "It's my job to make sure you reap all the rewards that we offer to our hostesses and so I'm going to make this super easy for you and mail out really cute invitations to your guests list. There is no expense to you...all you have to do is provide me with the mailing addresses and phone numbers of your guests. They are super cute and who doesn't like to get something "fun" in the mail!? Would it be better for me to call you back or would you like to e-mail me the list? Great, I will have a special gift for you (mini hand cream) if you e-mail me back within 48 hours with your guest list."

**CONFIRMATION EMAIL**

Send a confirmation e-mail to her saying: Thank you again for hosting a party on \_\_\_\_\_. You are helping me reach my goal of 30 faces. As I mentioned on the phone, if you e-mail me with the names mailing addresses and phone number of all the guests you would like to invite to your party and I will send them a super cute invitation that looks like it came from you! Shortly after that, you will get a package of goodies in the mail from me when I send out the invites to your girls! Your girls will rsvp directly to you and then I just give you a quick call a few days before we get together to get a head count.

**SEND PARTY INVITES (mail out or send evite)**

**SEND HOSTESS PACKET \***

\* Immediately after telephone coaching the party mail out Hostess Packet (w/Hostess note) and a HANDWRITTEN note that says: Thank you so much for hosting a party for me on \_\_\_\_\_. You are helping me reach my 30 faces goal. You make a difference in my business. I so appreciate you!

**CONFIRM AND PRE-PROFILE**

**5 to 7 days before her party** ~ Call your hostess and see how the RSVP's are going. Pre-profile your hostess. Pre-profile all guests by phone or email.

## After your Party:

1. Call your Director to share the results :) and also to let her know what guests will be on a future marketing call or need to be followed up with.
2. Process all credit/check cards and store checks/cash in safe place until "bank day".
3. Complete "Party Evaluation".
4. Send thank you note to hostess and guests.
5. Follow up with guests 2 days after party.
6. Record activity on your Weekly Acc. Sheet and Business Tracking Register.
7. Add all new customers to "My Customers" & PCP.
8. Add results on monthly tracking sheet so you can track.
9. Clean your bags, mirrors and trays so they are ready for your next party.

## Party-Evaluation

1. Number of Guests \_\_\_\_\_
2. Total retail sales \$ \_\_\_\_\_
3. Total amount given away \$ \_\_\_\_\_
4. # Miracle Sets Sold: \_\_\_\_\_
5. # Referrals from party: \_\_\_\_\_
6. # New Parties scheduled: \_\_\_\_\_
7. # of Interviews scheduled: \_\_\_\_\_
8. My Profit is: \_\_\_\_\_

