

Full Circle Success - Party Worksheet

(use this sheet to keep organized for each party held)

Hostess Information

Name _____
 Address _____
 Phone-Home _____
 Work _____ Cell _____
 E-Mail _____
 Party Location _____
 Hostess Packet given to Hostess Yes No

Party Information

Party Date _____
 Hostess Program _____
 Guest-List Deadline _____
 Pre-Profiled (date) _____
 Reminder Card sent (date) _____

Directions to Her Home....or gave map to your home

Coach Hostess

- How to Invite Guests (script on Hostess brochure)
- Refreshments (light)
- Party Area (kitchen & closing area)
- Childcare arrangements (pampering time)
- Encourage outside sales
- Explain Hostess Program again
- Promptness

Guest List

Name	Phone #	Address	Pre-profiled	Reminder Card Sent

After Party

- Thank you note to hostess
- Added names to Preferred Customer Program List
- Call Director with results using Intelliverse
- Plug in your numbers on your Weekly Accomplishment Sheet or your Unit Tracking Sheet

Self-Evaluation

How many sets sold? Roll Bags _____ Ultimate Miracle Sets _____
 Miracle Sets _____ Basics _____
 How many bookings made? 0__ 1__ 2__ 3__ 4__ 5__
 How many Interviews scheduled? 0__ 1__ 2__ 3__ 4__ 5__
 Total Show Sales? \$ _____

Notes _____

