

Full Circle Worksheet

Hostess Information

Hostess Name: _____

Address: _____

Phone: _____

Class Location: _____

Thank you: _____

Directions to Her House or Gave Yours:

Class Information

Class Date: _____

Guest List Deadline: _____

Pre-Profiled: _____

Reminder Card Sent (date): _____

Gave Hostess Packet: Yes/No

What is her goal? _____

Coaching Hostess

How to Invite Guests

Refreshments/no alcohol

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 note sent

Posted to Weekly Accomplishment Sheets

Filed sales receipts and other sheets

Added names to Preferred Customer List

Followed up with team member prospects

Self-Evaluation

How many sets sold? _____

How many bookings made? _____

How many interviews? _____

What do I need to change? _____

Notes: _____
