

# Hostess Checklist

Hostess \_\_\_\_\_ Phone \_\_\_\_\_

Class Date \_\_\_\_\_ Class Time \_\_\_\_\_

Address \_\_\_\_\_

Directions \_\_\_\_\_

\_\_\_ Preliminary coached (see other side)

\_\_\_ Received guest list

\_\_\_ Thank you note sent before class

\_\_\_ Reminder card sent

\_\_\_ Phone coached (see other side)

\_\_\_ Thank you note sent after class

## Guest Name/Address/Phone

Put an asterisk next to the names the hostess suggests might want to hostess their own class and/or are interested in the Mary Kay business opportunity and check after pre-profiling.

- \_\_\_ 1. \_\_\_\_\_
- \_\_\_ 2. \_\_\_\_\_
- \_\_\_ 3. \_\_\_\_\_
- \_\_\_ 4. \_\_\_\_\_
- \_\_\_ 5. \_\_\_\_\_
- \_\_\_ 6. \_\_\_\_\_
- \_\_\_ 7. \_\_\_\_\_
- \_\_\_ 8. \_\_\_\_\_

## Referrals Unable to Attend

Put an asterisk next to the names the hostess suggests might be interested in hostessing their own class and check after calling.

- \_\_\_ 1. \_\_\_\_\_
- \_\_\_ 2. \_\_\_\_\_
- \_\_\_ 3. \_\_\_\_\_
- \_\_\_ 4. \_\_\_\_\_

\_\_\_ Hostess Thank You Gift \_\_\_\_\_

\_\_\_ Hostess Goal \_\_\_\_\_

\_\_\_ Hostess Gifts Earned \_\_\_\_\_

\_\_\_\_\_