

Full Circle Worksheet

Contact Information/Date _____

Name _____
 Address _____

 Phone Best time to call
 Home _____
 Work _____
 Cell _____

Appointment Information

Date _____
 Time _____
 Event _____
 Location _____
 Call for Guest List _____
 Gave Hostess Packet Date _____
 Reminder _____

Date-Notes _____

Guest List Call (script) Hi _____, this is _____ w/Mary Kay. I'm so excited about our MK Get Together on _____. Do you have a quick minute? I'm calling for the names and numbers of the friends you've invited. **List Below**** Have you looked over the brochures I gave you? Any questions? Wish list made out? **Coach Hostess/Get Directions** I know you're going to be a great hostess. I have _____ at _____ reserved for you. I look forward to seeing you around _____!

Coach Hostess _____ How to invite guests _____ Refreshments _____ Outside orders _____ Childcare arrangements _____ Explain credit/wish list _____ Promptness _____ Time I will arrive _____

Directions _____

Pre-Profile Call (script): Hi _____, this is _____ w/MK Cosmetics and hostess told me you were invited to her MK Get Together ___ on _____ at _____. I'd like to ask you a couple questions, do you have a quick minute? Hostess tells me that ******. Do you feel your skin is more normal/dry or more combination/oily? Have you ever tried MK? If yes, how long ago? If you could wave a magic wand over your face, what would you change? _____, In addition to what hostess told me, what would you like help with (oily skin, dry patches, etc.)
_____ I want you to know, I'm hoping you'll get something out of our get-together that would be just for you.
 _____, we won't be able to cover everything at your first facial, but you are entitled to two facials. At _____'s, we'll focus on skin care and the miracle set and we'll cover more in-depth glamour at your follow-up appointment. How does that sound? _____, I'm really looking forward to meeting you on _____ at _____.

Name	Phone Number	**What do you believe her reason is for wanting to come?

After Class _____ Send thank you notes _____ Post to weekly accomplishment sheet
 _____ Add names to PCP list _____ Follow up with team member prospect