Hostess Tracking Sheet
Working Full Circle

Hostess Information

Name:_____

Address:_____

City, State, Zip:_____

Phone: home_____ wk_____

mobile_____

E-mail:_____

Thank you sent: Yes or No

Class Information

Class Date:_____

Hostess Packet given (date):_____

Guest List received (date):_____

Pre-Profiled (date):_____

Reminder Card Sent (date):_____

Hostess Goals:

guests____Sales:_____Bookings:____

Coaching Hostess

- ☐ How to invite guests
- ☐ Refreshments
- ☐ Class Area
- ☐ Childcare Arrangements
- ☐ Encouraged Outside Sales
- ☐ Explained Hostess Credit
- ☐ Promptness
- ☐ Confirming Guest Attendance

Directions to Class

_____

_____

_____

_____

_____

_____

_____

Guest List

Name	Phone Number	Pre-Profiled	Reminder Card Sent	Confirmed

After Class

- ☐ Sent Thank You Cards
- ☐ Posted to Weekly Summary Sheet
- ☐ Posted to Booking Tracking Sheet
- ☐ Added Names to PCP List
- ☐ Followed up with guests to make sure products are working and answer questions
- ☐ Followed up with team member prospects

Class Evaluation

of guests attended:_____

Outside Order Sales: $_____

Class Sales: $_____

Total Sales (outside and class): $_____

# of sets sold:_____

# of interviews scheduled:_____

What I would do different next time?

_____

_____

_____