



HOSTESS COACHING CHECKLIST

Hostess Name: _____ Phone: _____
Email Address: _____
Skin Care Party Date: _____ Time: _____
Address: _____
Directions: _____

___ Preliminary Coached
___ Thank You note sent before party
___ Phone Coached
___ Received guest list
___ Reminder sent
___ Thank You note sent after party

Guest Names/Addresses/Phone Numbers
Put an asterisk next to the names of the guests who might want to host their own party and who might be interested in the Mary Kay business opportunity. Place a check mark next to the name after you pre-profile them.

Referrals Unable to Attend
Put an asterisk next to the names the hostess suggests might be interested in hosting their own skin care party and place a check mark next to the name after calling them.
1. _____
2. _____
3. _____
4. _____

___ Hostess Thank You Gift _____
___ Hostess Goal _____
___ Hostess Rewards Earned _____