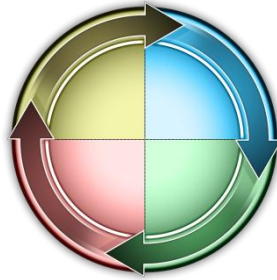


WORKING FULL CIRCLE BOOK, COACH, SELL, RECRUIT



Email address: _____

Date Party Was Booked: _____

Hostess Information

Date of Class _____

Name: _____

Location: _____

Phone: _____

Class Checklist

Date Received Guest List: _____

Date Invitations Sent: _____

All Guest Pre-Profiled: ___ Yes ___ No

If No, why? _____

Directions or Special Instructions

Where to Park: _____

What Side of the Street: _____

Color of House _____

Directions _____

Hostess Checklist

___ Explained Class Starts ON TIME-SHARP

___ Confirmed Set-Up (Table with chairs, etc)

___ Confirmed Separate Area After Class

___ Encouraged Outside Sales

___ Spoke about Refreshments (after class)

___ Explained Hostess Credit

___ Confirmed Child Care Arrangements

After Class

- ___ Sent Hostess Thank You Card
- ___ Entered Into Weekly Accomplishment Sheet
- ___ Added to Customer Base if \$40+ order
- ___ Career Surveys Booked with Director

Self Evaluation

How Many Skin Care Sets Sold? _____

How Many Bookings? _____

How Many Career Surveys? _____

USE BACK OF SHEET, IF NECESSARY

USE 2ND SHEET FOR CUSTOMER PRE-PROFILING

CUSTOMER PRE-PROFILING

Use the back of the sheet to make additional notes

Guest Name: _____

Date: _____

Skin Type- (dry, normal, oily, combination)

Phone: _____

Skin Tone- ivory (fair), beige (tan) bronze (black)

What are you currently using to wash your face? _____

Have you ever used MK products or attended a MK pampering session? _____

Are you allergic to anything or have any type of skin sensitivities? _____

I personalize my skin care just for you, is there anything you would like me to focus on? _____

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