



**Hostess Information**

Hostess Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Class Information**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Guest List

Pre-Profiled

First Postcard/hostess packet sent

**Reminder Schedule**

Date Booked: \_\_\_\_\_

Reminder Cards:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Confirmation

\_\_\_\_\_

**Special Notes**

**Directions to Class**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GUEST LIST**

NAME	PHONE	ADDRESS	PP	REM. CARD

**After Class**

- Enter into My Customers
- Thank you notes
- Record Sales on Inventory sheet
- File Profile Card
- Prepare for follow up session
- Add faces & interviews to Monthly Tracking Sheet
- Schedule 2+2+2 in calendar
- Enter info in to WAS

**2nd APPT DATE:** \_\_\_\_\_ **INTERVIEW DATE/TIME:** \_\_\_\_\_