

Hostess Checklist

Hostess _____

Phone _____

Class Date _____

Class Time _____

Address _____

Directions _____

___ Preliminary coached (see other side)

___ Received guest list

___ Thank you note sent before class

___ Reminder card sent

___ Phone coached (see other side)

___ Thank you note sent after class

Guest Name/Address/Phone

Put an asterisk next to the names the hostess suggests might want to hostess their own class and/or are interested in the Mary Kay business opportunity and check after pre-profiling.

- ___ 1. _____
- ___ 2. _____
- ___ 3. _____
- ___ 4. _____
- ___ 5. _____
- ___ 6. _____
- ___ 7. _____
- ___ 8. _____

Referrals Unable to Attend

Put an asterisk next to the names the hostess suggests might be interested in hostessing their own class and check after calling.

- ___ 1. _____
- ___ 2. _____
- ___ 3. _____
- ___ 4. _____

___ Hostess Thank You Gift _____

___ Hostess Goal _____

___ Hostess Gifts Earned _____