

SKIN CARE CLASS CHECKLIST

Class Date _____ Hostess Name _____

Phone _____ Address _____

Class Times: To Start _____ To Arrive _____



Activity*

Date Completed

Done:

Projected Date:

- | | | | |
|-----------------|--|-------|----------|
| Step 1: | Book Class | _____ | |
| Step 2: | Preliminary Coaching | _____ | |
| Step 3: | Give/Send Hostess Packet | _____ | () |
| Step 4: | Send "Thank You in Advance"
Hostess postcard | _____ | () |
| Step 5: | Get Invitation List (mention to
hostess that she may want to call her
guests and tell them to expect an invitation) | _____ | () |
| Step 6: | Mail Invitations (at least 12 days prior) | _____ | () |
| Step 7: | Hostess Coach | _____ | () |
| Step 8: | Pre-Profile Guests | _____ | () |
| Step 9: | Have Hostess call guests day before
or day of class to tell how excited she
is that they are coming, & tell hostess
how excited her guests are about pamper,
<u>or</u> if need help w/ getting ahold of
guests! | _____ | |
| Step 10: | Hold Class | _____ | |
| Step 11: | Close Class | _____ | |
| Step 12: | Individual Close | _____ | |
| Step 13: | Send Thank You Notes | _____ | |

*timeframe can be adjusted, but as a rule, you want guests to receive invitations at least 10 days prior to the class.

SKIN CARE CLASS CHECKLIST (con.)

<u>Guest Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Pre-Profiled</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Hostess Program: (specify which program)

- \$75 for \$35 _____
- \$100 for \$45 _____
- \$10 free product for each adult guest _____
- Other _____
- Invitation list (prize) _____
- Other _____

