

Skin Care Class Checklist

Hostess _____ Date _____ Time: _____

Daytime/Evening Phone: _____ Best Time to Call: _____

Address: _____ Booked From: _____

Coached Hostess

- _____ Inviting guests (10-15 Non-Mary Kay, Call me with list)
- _____ Explain Hostess Credit—Set a Goal _____
- _____ Encourage Outside Sales
- _____ Diamond Ring Contest
- _____ Practice Interview Scheduled _____
- _____ Send Thank you note for booking
- _____ Send Reminder Card
- _____ Call Guest for Pre-profiling on _____
- _____ Call Hostess before party on _____
- _____ Send a Thank you Note after her party!

Directions:

Class Sales _____

Bookings: _____

Guest List:

<u>Guest Name</u>	<u>Phone:</u>	<u>MK before?</u>	<u>Coming?</u>	<u>Learn?</u>	<u>Can Call Back?.</u>

Pre-Profile Script:

Hi _____ This is _____ with Mary Kay, I will be doing _____ party on (date of party). I hope she told you I would be calling. Do you have a quick minute for me to ask you some questions about your skin? Great! This helps me to better prepare for the party. Have you ever tried MK before? (If yes), Do you currently have a consultant? Is your skin dry, normal, or oily? What would you like to change? If for some reason you can't attend the party would it be okay if I call you back for a one-on-one appointment? Thank you so much for your time. I will let (hostess name) know that you will be attending. If something does come up and you can't attend would you call (hostess name) so she will know how many to expect? I am looking forward to meeting you!