Hostess:	Date of Session:	Hostess:	Date of Session:
	Cell / Land Prefer: Call / Text	Phone Number:	
Session Location:		Session Location:	
\square Skincare \square Color 101 \square Co	olor 102		02
Booking Held? ☐ Held ☐ Res	cheduled \square Canceled \square No Show	Booking Held? \square Held \square Reschedu	
Date held:	2 nd Booking? Y / N	Date held:	2 nd Booking? Y / N
Hostess reward/benefit promis	sed:	Hostess reward/benefit promised:	
Before the Session		Before the Session	
Within 24 hrs of booking:		Within 24 hrs of booking:	
□ Pre-profile hostess		☐ Pre-profile hostess	
☐ If mobile, discuss expectations for table, food, etc.		☐ If mobile, discuss expectations for table, food, etc	
☐ Send invitation text for hostess to forward to guests		☐ Send invitation text for hostess to forward to guests	
3-4 days before party:		3-4 days before party:	
☐ Confirm guest list with hostess		☐ Confirm guest list with hostess	
☐ Send studio address to hostess IF RSVPs are coming in		☐ Send studio address to hostess IF RSVPs are coming in	
2 days before party		2 days before party	
☐ Send photo of swag bags to hostess w/"excited" text		☐ Send photo of swag bags to hostess w/"excited" text	
Day before party		Day before party	
☐ Pack inventory to be put in car next day		☐ Pack inventory to be put in car next day	
☐ Prep kit (washcloths, bowls, profiles, etc)		☐ Prep kit (washcloths, bowls, profiles, etc)	
☐ Prep profiles/docs for session		☐ Prep profiles/docs for session	
Day of the Session		Day of the Session	
☐ Send hostess name & number to Director for 3 rd party close		☐ Send hostess name/number to Director for 3 rd party close	
☐ After: Enter/place customer o		☐ After: Enter/place customer orders	
☐ After: Send surveys/sharing/w		☐ After: Send surveys/sharing/welcome appts to Director	
After the Session		After the Session	
 Day after party		Day after party	
☐ Send thank you cards to hostess and guests		\square Send thank you cards to hostess and guests	
☐ File and enter profiles/receipts on InTouch		☐ File and enter profiles/receipts on InTouch	
☐ Follow up with anyone who had questions or couldn't attend or didn't		☐ Follow up with anyone who had questions or couldn't attend or didn't	
purchase – how's your skin feeling?		purchase – how's your skin feeling?	
2 Days after party		2 Days after party	
☐ Check in with ALL guests to see if products are performing well		\square Check in with ALL guests to see if products are performing well	
2 Weeks after party		2 Weeks after party	
☐ Check in with purchasing guests about products/questions/gift cert.		\Box Check in with purchasing guests about products/questions/gift cert.	
☐ Offer everyone a 2 nd session if not already booked		\square Offer everyone a 2 nd session if not already booked	
2 Months after party		2 Months after party	
☐ Check in with purchasing guests about reorders		\square Check in with purchasing guests about reorders	

Hostess:	Skin: N/D or C/O	Hostess:	Skin: N/D or C/O		
1. How familiar are you with MK?		1. How familiar are you with MK? \square N	ever used Somewhat familiar		
\square Very familiar \square Has consultant na		\square Very familiar \square Has consultant named:			
2. If you could change one thing about your skin, what would it be?		2. If you could change one thing about your skin, what would it be?			
Guest #1:	Skin: N/D or C/O		Skin: N/D or C/O		
1. How familiar are you with MK? $\ \square$ Never used $\ \square$ Somewhat familiar		1. How familiar are you with MK? $\ \square$ N	ever used 🛛 Somewhat familiar		
□ Very familiar □ Has consultant named:2. If you could change one thing about your skin, what would it be?		□ Very familiar □ Has consultant named:2. If you could change one thing about your skin, what would it be?			
			Jul Skill, what would it be:		
Guest #2:	Skin: N/D or C/O	Guest #2:	Skin: N/D or C/O		
1. How familiar are you with MK?□ Very familiar □ Has consultant nat		1. How familiar are you with MK? □ N□ Very familiar □ Has consultant named:			
2. If you could change one thing about your skin, what would it be?		2. If you could change one thing about your skin, what would it be?			
Guest #3:	Skin: N/D or C/O	Guest #3:	Skin: N/D or C/O		
1. How familiar are you with MK?		1. How familiar are you with MK?			
\square Very familiar \square Has consultant na		\square Very familiar \square Has consultant named:			
2. If you could change one thing abo	out your skin, what would it be?	2. If you could change one thing about you	our skin, what would it be?		
Guest #4:	Skin: N/D or C/O	 Guest #4:	Skin: N/D or C/O		
1. How familiar are you with MK? ☐ Very familiar ☐ Has consultant na	\square Never used \square Somewhat familiar	1. How familiar are you with MK? □ N□ Very familiar □ Has consultant named:	ever used		
2. If you could change one thing abo		2. If you could change one thing about you			
	Skin: N/D or C/O	 Guest #5:	Skin: N/D or C/O		
1. How familiar are you with MK?		1. How familiar are you with MK?			
☐ Very familiar ☐ Has consultant named:		☐ Very familiar ☐ Has consultant named:			
2. If you could change one thing abo	out your skin, what would it be?	2. If you could change one thing about you	our skin, what would it be?		
	Skin: N/D or C/O	 Guest #6:	Skin: N/D or C/O		
1. How familiar are you with MK? Never used Somewhat familiar			1. How familiar are you with MK? Never used Somewhat familiar		
\Box Very familiar \Box Has consultant na		\square Very familiar \square Has consultant named:			
2. If you could change one thing abo	ut your skin, what would it be?	2. If you could change one thing about you	our skin, what would it be?		