

Hostess: _____ Date of Session: _____
Phone Number: _____ Cell / Land Prefer: Call / Text
Session Location: _____

☐ Skincare ☐ Color 101 ☐ Color 102 ☐ Other: _____
Booking Held? ☐ Held ☐ Rescheduled ☐ Canceled ☐ No Show
Date held: _____ 2nd Booking? Y / N
Hostess reward/benefit promised: _____

Before the Session

_____ Within 24 hrs of booking:
☐ Pre-profile hostess
☐ If mobile, discuss expectations for table, food, etc.
☐ Send invitation text for hostess to forward to guests

_____ 3-4 days before party:
☐ Confirm guest list with hostess
☐ Send studio address to hostess IF RSVPs are coming in

_____ 2 days before party
☐ Send photo of swag bags to hostess w/"excited" text

_____ Day before party
☐ Pack inventory to be put in car next day
☐ Prep kit (washcloths, bowls, profiles, etc)
☐ Prep profiles/docs for session

Day of the Session

- ☐ Send hostess name & number to Director for 3rd party close
- ☐ After: Enter/place customer orders
- ☐ After: Send surveys/sharing/welcome appts to Director

After the Session

_____ Day after party
☐ Send thank you cards to hostess and guests
☐ File and enter profiles/receipts on InTouch
☐ Follow up with anyone who had questions or couldn't attend or didn't purchase – how's your skin feeling?

_____ 2 Days after party
☐ Check in with ALL guests to see if products are performing well

_____ 2 Weeks after party
☐ Check in with purchasing guests about products/questions/gift cert.
☐ Offer everyone a 2nd session if not already booked

_____ 2 Months after party
☐ Check in with purchasing guests about reorders

Hostess: _____ Date of Session: _____
Phone Number: _____ Cell / Land Prefer: Call / Text
Session Location: _____

☐ Skincare ☐ Color 101 ☐ Color 102 ☐ Other: _____
Booking Held? ☐ Held ☐ Rescheduled ☐ Canceled ☐ No Show
Date held: _____ 2nd Booking? Y / N
Hostess reward/benefit promised: _____

Before the Session

_____ Within 24 hrs of booking:
☐ Pre-profile hostess
☐ If mobile, discuss expectations for table, food, etc.
☐ Send invitation text for hostess to forward to guests

_____ 3-4 days before party:
☐ Confirm guest list with hostess
☐ Send studio address to hostess IF RSVPs are coming in

_____ 2 days before party
☐ Send photo of swag bags to hostess w/"excited" text

_____ Day before party
☐ Pack inventory to be put in car next day
☐ Prep kit (washcloths, bowls, profiles, etc)
☐ Prep profiles/docs for session

Day of the Session

- ☐ Send hostess name/number to Director for 3rd party close
- ☐ After: Enter/place customer orders
- ☐ After: Send surveys/sharing/welcome appts to Director

After the Session

_____ Day after party
☐ Send thank you cards to hostess and guests
☐ File and enter profiles/receipts on InTouch
☐ Follow up with anyone who had questions or couldn't attend or didn't purchase – how's your skin feeling?

_____ 2 Days after party
☐ Check in with ALL guests to see if products are performing well

_____ 2 Weeks after party
☐ Check in with purchasing guests about products/questions/gift cert.
☐ Offer everyone a 2nd session if not already booked

_____ 2 Months after party
☐ Check in with purchasing guests about reorders

