

# Party Worksheet

## Hostess Info

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 Eye Color: Blue Green/Hazel Brown  
 Booking Gift \_\_\_\_\_  
 Hostess Rewards \_\_\_\_\_  
 \_\_\_\_\_

## Class Info

Theme \_\_\_\_\_  
 Date/Time \_\_\_\_\_  
 Location \_\_\_\_\_  
 Color Consultation Before? Yes No  
 Hostess wants to learn \_\_\_\_\_  
 \_\_\_\_\_

## Within 24 Hours

- ☐ Thank You Card  
☐ Other \_\_\_\_\_

## Within 48 Hours

- ☐ Hostess Program  
☐ Send Scripts  
☐ Class area  
☐ Individual Area  
☐ Snacks at the end  
☐ Childcare  
☐ Outside orders

## Guest List

Con- firmed	Prospect?	Name	Phone	Address	Email	Skin Type	Concerns

## Outside Orders

Name	Phone	Address	Email	Order Amount

## Pre-Profiling

- ☐ Get to Know  
☐ Contact Info/Skin Type  
☐ Hostess Program  
☐ What to expect  
☐ Snacks at the end  
☐ Childcare  
☐ Arrive On Time  
☐ Bring a Friend

## 2 Days Before Party

- ☐ Confirm with guests  
☐ Confirm with hostess  
☐ Encourage outside orders

## Day Before Party

- ☐ Prep for class  
☐ Final reminders  
☐ Confirm arrival time

## Day After Party

- ☐ Enter profiles & sales  
☐ Add to email list & 2+2+2  
☐ Add to Facebook group  
☐ Thank You texts  
☐ Thank You cards  
☐ WAS  
☐ Confirm bookings  
☐ Followup with those who couldn't attend

## Results

Guests \_\_\_\_\_  
 Sets Sold \_\_\_\_\_  
 Total Retail \_\_\_\_\_  
 Bookings:  
 Parties \_\_\_\_\_ Career Chats \_\_\_\_\_

See reverse for Layering Chart

Layering

Name	Phone	Address	Email	Steps Taken
				<input type="checkbox"/> Career Chat <input type="checkbox"/> CD/Audio <input type="checkbox"/> DVD/Video <input type="checkbox"/> Event
				<input type="checkbox"/> Career Chat <input type="checkbox"/> CD/Audio <input type="checkbox"/> DVD/Video <input type="checkbox"/> Event
				<input type="checkbox"/> Career Chat <input type="checkbox"/> CD/Audio <input type="checkbox"/> DVD/Video <input type="checkbox"/> Event
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