Hostess & Party Checklist

Hostess: _____ Address: _____

Date & Time: _____ _____

Phone Number: _____ Hostess Plan: _____

HOSTESS

IMMEDIATELY AFTER BOOKING

Mail a Handwritten Thank You Card

Martha, thank you so much again for helping me reach my 30 faces goal and kick start my business! I had a blast reconnecting with you! I can't wait to see you again next Saturday at 2 pm and your friends will love it as much as you did!
<3 Melissa

Text Reminder for Guest List

Hi Martha! Quick reminder to send me any friends that weren't on your original guest list for your follow up next week! 😄

UPDATE HER EVERY COUPLE OF DAYS

Hi Martha!! I'm so excited!! Mabel, Candy, and Kristy are coming!! 🎉 Sarah is so upset she can't come, but I'm getting together with her next Tuesday! Oh, and Candy is bringing a friend! I haven't heard from Jenny, Erika, Amanda, or Liz yet. I just sent them a text reminder with their invite, but will you copy and paste the message below to all your friends? 😄

Here's what to send to your friends...
____! I am so excited for our pampering session on Saturday!! It's going to be so much fun and I am totally in love with their products! My skin looks and feels amazing! Don't forget to RSVP via text to Melissa at 920-123-4567 for your customized gift bag from her! Thank you in advance! Melissa is so excited to meet you!! 😘

THE DAY BEFORE THE PARTY

Call Hostess About Class Agenda

- Serve any food & alcohol after the party
- Adult pampering is best without little ones. :)
- Any new RSVPs?
- Encourage and collect any outside orders.

GUEST TO A PARTY

IMMEDIATELY AFTER BOOKING

Text Invite Picture and Pre-Profile Her

Save the date!!! 🎉 Martha invites you for a Fun Pampering Session on Saturday April 8th at 10:30 am at her house! RSVP via text to me for a gift 🎁! Can't wait to meet you!!!

Thank you for the invite! I will be there!!

Awesome!! I'm so excited!! I'll be putting together a little gift bag for you of some samples! Would you prefer more skin care or cosmetics? 😉

Probably skin care.

Perfect!! I'll wrap that up for you! I have just a couple other questions, too.

Continue by asking the questions below and taking notes.

THE DAY BEFORE THE PARTY

Hi Karla! Happy Friday!! 🎉 Can't wait to see you tomorrow at 10:30 am at Martha's house!! Let me know if you have any friends who would like to join with you!!!! So excited!!! 😄

Oh! Watch this video to get a free mini mascara or lip gloss tomorrow! It just shows a little bit about why I love what I do. 😄 https://youtu.be/fnq_56SwGrQ

THE DAY AFTER THE PARTY

Mail a handwritten thank you card to hostess & all guests.

Karla! It was so nice to meet you on Saturday!! Thank you for trusting me with your skincare routine... it means a lot to me. I just know you're going to fall in love with our Mary Kay Products. :) I am so looking forward to your 2nd appointment on Thursday at 6:30!! I truly appreciate you!!
<3 Melissa

Guest Name	Phone Number	Samples	Used MK before	Skin Issues	Skin Type
		C or SC	Y or No		ND or CO
		C or SC	Y or No		ND or CO
		C or SC	Y or No		ND or CO
		C or SC	Y or No		ND or CO
		C or SC	Y or No		ND or CO
		C or SC	Y or No		ND or CO
		C or SC	Y or No		ND or CO
		C or SC	Y or No		ND or CO