

Hostess Information

Hostess: _____

Style Session Date: _____

Time: _____

Contact Information: _____

Best Contact Method: Phone E-mail

Text Facebook Other

Best Time to Contact: Morning Afternoon Evening

Anytime

Mailing Address: _____

Physical Address: _____

Add to Facebook VIP Page: Yes No

Style Notes: _____

Favorite type of jewelry: Earrings Necklace Bracelet Watch Ring

Favorite Metal: Silver Gold Hematite Rose Gold

Personal Style: _____

Date Business Shared: _____

Follow-up Notes: _____

Hostess Coaching

Complete?	Date	Action	Follow-Up Needed?	Notes
		Add Contact Info to Phone		
		Booking Thank You		
		Hostess Packet		
		Create Event for PWS		
		Create and Send Text Invite		
		Coach Tip #1: Make Guest List (face to face, FB)		Copy Received?
		Set up Facebook Event		Post Intro
		Coach Tip #2: Encourage Hostess to be Active on FB Event		
		Coach Tip #3: Pre-Order Check In, Tips for Pre-Orders		Post Link
		Reminders to Guests		
		Coach Tip #4: Offer Incentive (bookings, retail, etc.)		
		FB Posts		List:
		Close Out		
		Customer Thank You		
		Hostess Thank You		
		Customer Check In		
		Hostess Check In	Rebook?	

