

# Party Planning Page

Hostess Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Hostess Checklist

- \$25 - Provide Guest List in 48 hrs
- \$25 - 4+ guests 21 & older and do not have a consultant
- \$25 - \$250+ in Total Sales
- \$25 - 2 Future Bookings
- \$50 - \$100+ in Outside Sales

### STEP 1

## Party Prep

- Invites Sent
- Guest List Received
- Review Hostess Packet with Hostess
- Pre-Profile Guests
- Arrive at least 30-40 mins. before the party to set up

## Party Information

\_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_  
 DATE TIME (AM or PM)

### STEP 2

## Collect Guest List & Pre-Profile

Name & Phone	Tried MK?	Skin Tone IVORY, BEIGE OR BRONZE	Skin Type NORMAL/DRY COMBO/OILY	One Thing to Change	Notes
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
13)					

### STEP 3

## Manage Your \$\$

## Party Wrap-Up

\_\_\_\_\_  
 TOTAL SALES (BEFORE TAXES)



REORDER: 50%    SUPPLIES: 10%    PROFIT: 40%

Sets Sold: \_\_\_\_\_  
 Parties Booked: \_\_\_\_\_  
 Interviews Scheduled: \_\_\_\_\_  
 New Team Members: \_\_\_\_\_  
 Follow up on "Tell Us What You Think" form: \_\_\_\_\_