

Booking Attempts & Follow-Up Sheet

Name of Prospect: _____
 Phone#: _____
 Email: _____
 How you met/Referred by: _____

Contact History & Notes:

Date	VM=Voicemail T=Text E=Email FB=FB Msg S=Spoke to	Notes

Hostess/Appointment Coaching

Location/Date/Time of Appointment: _____

 Name of Hostess/Client: _____
 Phone #: _____
 Email: _____
 How you met/Referred by: _____

*******COACHING IT, KEEPS IT*******

Confirmation Email/Text Sent (Within 24hrs)? _____ Hostess Replied? _____
 Invite/Guest List received within 2days(1week min)? _____
 Invite Script Sent to Hostess? _____ Invite Sent by You OR Hostess? _____
 PreProfiled Received from all Guests a Minimum of 3-4days prior? _____
 Swag Bag Questions sent 1-2 day prior? _____ Text the Day of: _____

Guest Name	Phone #	SkinType/Concerns/Notes	Swag Bag
Hostess	Hostess		

<p>During the Appointment Did I...</p> <p>___ Played Referral Game</p> <p>___ Shared Marketing During Class</p> <p>___ Mking Sheets Filled Out by guests</p> <p>___ Table Close</p> <p>___ Individual Close</p> <p>___ Share Call/Interview Appt Set</p>	<p>After the Appointment Did I:</p> <p>___ Send Thank You Card To Hostess/Guests</p> <p>___ Customer put in InTouch/MyCustomers</p> <p>___ Sales Recorded on InTouch</p> <p>___ Followup Dates Set 2day+2Wk+2Mos</p> <p>___ Sales On Weekly Accom Sheet</p> <p>___ Customer Added to Email/Phone Contacts</p> <p>___ Connected on FB</p>
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Total Faces _____ Total Retail Sales _____ Referrals Given _____