

# Hostess & Party Checklist

Hostess: \_\_\_\_\_

Address: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Hostess Plan: \_\_\_\_\_

"A PARTY WORTH BOOKING IS A PARTY  
WORTH COACHING"  
-MARY KAY ASH

## FACIAL

### IMMEDIATELY AFTER BOOKING

#### Begin to pre-profile live, on phone, or via text

Have you used MK before? Y N

Is your skin type best described as..?

Dry Normal Combination Oily

Do you have any skin concerns that you would like me to address?

Lastly, I will be putting together a little goody bag of samples for you! Would you prefer...?  
Skin care Cosmetics

#### Mail a Handwritten Thank You Card

Martha, thank you so much again for helping me reach my goal! :) I just knew I could count on you! You've always been such a great friend. See you Thursday at 6:30 pm!  
<3 Melissa

## GUEST TO AN EVENT

### IMMEDIATELY AFTER BOOKING

#### Text Reminder

Hi Martha!! I'm so excited for you to meet my MK Sales Director, Melissa!!! She is going to love you!! 😊 Let me know what you would like for your 50% off item for being my guest of honor? I would love to wrap it up cute and bring it with me. 📦 See you tomorrow night at 6:30!! 📍 [5205 N Ironwood Road Suite #203](#). Let me know if you need extra directions!!

#### Mail a Handwritten Thank You Card

Martha! 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'm excited to have you as my guest of honor next Monday at Studio Pink! I'm excited to see you with your new Color 101 look!  
<3 Melissa

### A COUPLE DAYS BEFORE THE FACIAL

#### Text Reminder

Hi Martha!! I can't wait to see you Thursday night!! I'm already packed up and ready to go!! 😊 Thank you again for helping me with my 30 faces challenge... so grateful for you my friend! 🙏

### A COUPLE DAYS BEFORE THE EVENT

#### Text Reminder

Hi Martha!!!! I'm so excited for tomorrow!!! Hope you've been loving all your MK products!! Have a great rest of your day!!

### AFTER THE PARTY

#### 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. Can't wait to see you again next Saturday @ 2 pm and your friends will love it as much as you did!!  
<3 Melissa

### AFTER THE EVENT

#### Mail a Handwritten Thank You Card

Martha! Thank you again for being my guest of honor at Studio Pink! I'm so excited for your follow up party next week! In the meantime I look forward to servicing you with all the products you now love! So glad you won the raffle and can't wait to see all you earn at your party next week!!  
<3 Melissa