

Skin Care Class Checklist

☐ Class Date: _____

☐ Class Time: _____

☐ Guest List Deadline: _____

☐ Coached Hostess:

☐ What's in it for her?

☐ Outside Sales

☐ Commitment Stmt

☐ Hostess Packet

☐ Guest list by Saturday prior to class

☐ Profiled each guest by Saturday prior to class

☐ Confirmed day of class

☐ Directions to Class Location: _____

☐ Sent Reminder Note to Hostess

☐ Sent Invitation(s) &/or Thank You Note(s)

☐ Guest(s)

☐ Invitations

☐ Thank You Notes

☐ Hostess

☐ Invitations

☐ Thank You Notes

Remind Hostess to inform her guests that:

'guests should be 12 years of age or older for the
enjoyment of all' **Please No Children**

Hostess Name: _____

Phone Number(s): _____

☐ Guest List (with phone numbers, Check when pre-profiled)

Name

Phone

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ Misc Information / Notes: