

# Working Full Circle

SAMPLE

COURTESY OF CANDICE LOEPPKY

Booking/Coaching/Pre-profiling Worksheet

Source of lead: \_\_\_\_\_

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

## Hostess Information

Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Class Information

Class Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Check the boxes as you complete the tasks below:**

Send Hostess Package VIA mail (when applicable)  
Date: \_\_\_\_\_

Follow Up on Hostess Package  
Date: \_\_\_\_\_

Coach Hostess on what to expect at appointment  
Date: \_\_\_\_\_

Confirm Appointment 2-3 Days in Advance  
Date: \_\_\_\_\_

Call Day of Appointment to Confirm  
Date: \_\_\_\_\_

## Guest List

Name	Phone/Email	Contact			Skin Type				Treat	
		Text	Call	Email	N	D	O	C	CH	C
Hostess <b>1</b>		Text	Call	Email	N	D	O	C	CH	C
<b>2</b>		Text	Call	Email	N	D	O	C	CH	C
<b>3</b>		Text	Call	Email	N	D	O	C	CH	C
<b>4</b>		Text	Call	Email	N	D	O	C	CH	C
<b>5</b>		Text	Call	Email	N	D	O	C	CH	C
<b>6</b>		Text	Call	Email	N	D	O	C	CH	C
<b>7</b>		Text	Call	Email	N	D	O	C	CH	C
<b>8</b>		Text	Call	Email	N	D	O	C	CH	C

N= normal, D = dry, O = oily, C = combination

CH = chocolate, C = candy

**Goody Bag :** Wrap in clear cello bag tied with ribbon. Mascara wand, round make up pad, eye shadow, lipstick sample or colour card, business card, FF hand cream sample (*optional*) and chocolate or candy (per preference).