

Appointment Check-list

- gift certificates for winners of purse game (\$5, \$10, \$15 & \$20) (can write on back of business card)
- Create-A-Look print out from Intouch – for the Hostess (I also like to use my demo products to fill a custom compact – this is what I work with on the hostess while her friends are doing dash out the door)
- Set Sheets (I laminate mine so I can use them as placemats so table doesn't get wet from washcloths AND so I can reuse them)
- brush set for hostess when she gets 3 bookings
- Sample bag game wrapped up real cute (for “second appointment!” game, everytime I say “check up facial, glamour appointment, second appointment” they move it around table) you can also use a discontinued product – just whatever it is – wrap up CUTE
- 3+ teambuilding packets
- hostess folders
- planner
- Money Bag – with customer profiles, sales tickets, gift certificates, pens & calculator inside
- Look Books for consultation
- Demo rollup bag (you may want to tie a small professional ribbon on handle to easily identify it to you as your demo)
- filled rollup bags for each person there (fill pouches with miracle set, microderm & the other pouches just pick different sets from the set sheet so each one is a little bit different)
- tickets for Q&A/purse game
- PCP gifts for orders of \$40 or more (depends on how many people there, bring at least 4 minimum)
- shopping bags (I tuck these in front pocket of product suitcase)
- Product to sell
- Demo Foundations/mineral powders
- Booking “gifts” if you really need bookings (something you got for free from MK wrapped cute)

Gallon sized zip lock bags for each guest with the following inside:

Face case (already inside Styrofoam tray, disposable foundation sponge, sponge-tip eye applicator, mascara wand, white wash cloth/disposable facial cloth

small head band

pen

profile card

cotton pad

I also invested in several cheek color brushes to they have something other than a cotton ball to put their cheek color on with – instead of using cotton ball – we wash them in baby shampoo after each use

Gift bag for each person there – if you have trouble getting people to come with you to the consultation at the end – save these gift bags and give to them when they meet with you:

Hand cream sample

2 pieces of candy

business card with label on back that says “Shop online and receive ½ price on one color item” and give your website

common lip gloss sample

eye cream sample

- **For large group** – bring baby wipes (natural unscented aloe wipes) for hand facial

After The Appointment

1. Log customers onto PCP and into mycustomers
2. Log sales onto Accomplishment sheet online/GenX sheet
3. File profile A-Z with sales tickets paperclipped behind each person's profile
4. File one copy of sales ticket in Jan-Dec box
5. Write postcard thank you's
6. Write in date book follow-up on CDs, skin care (3 days later) and guest lists for bookings (name and # on the day to call)