



MARY KAY®
Enriching Women's Lives™



Hostess Packet Directions for Consultants

Hostess Packet Checklist:

I recommend that you keep 10 pre-made packets on hand at all times. Do not seal envelope so that you can change out the Look book and write the date on the hostess letter & hostess brochure. Be sure to personalize all literature with your information.

- Large envelope or folder to put all contents in (9" X 12" works great)
- 10 invitations/reminder postcards - order from section 2 part number (pack of 20 for \$1)
- 2 Look Books
- Hostess Letter
- Hostess Check List
- Outside Order Sheet
- Your Business Card
- Recruiting literature or CD



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Thank you for scheduling your Mary Kay Skin Care Class and for inviting me to your home. I know you are looking forward to a successful class so that you can win your products free! Here are some tips to help in your planning.

We must start on time so that I can finish on time without having to leave anything out and if at all possible it would be a better experience if there were no children. This is a time for the mom's to pamper themselves!

Be sure to let your guests know that I will have merchandise available for them to take home. I accept Cash, Checks Master Card, Discover and Visa.

Please keep refreshments simple – cookies and tea will be plenty! It is best to serve this at the end of the class while I am meeting with everyone individually.

On the day of the class try to give your five friends a quick reminder call and if someone backs out – call someone else and let her know a spot has come available! If you have only two or three guests, tell each person coming to bring a friend! Your guests should be over 18 and do not use Mary Kay already if possible.

Your Hostess Credit is based on total sales & bookings. As a special for hostesses only, To earn the Beauty Essentials Collection a \$270 value for only \$99 – sell \$300 and get 2 bookings or Sell \$500 and get 2 bookings and get it for only \$79! - Remember outside orders count toward your party total!!! You will also receive a special hostess gift of your choice when your sales are over \$500 + 2 bookings and when you have \$300 + **3 bookings** you also receive the Mary Kay brush set (a \$48 value!)

As a hostess you will be the “Queen for the Day” and will receive more individualized attention and will get to choose a special glamour look. We will also be doing a before and after picture for you! It is so much fun!

My schedule is very busy and I have scheduled this time especially for you. I will not give it to anyone else. This is my job and an appointment held means I work that day! You can depend on me being there rain or shine! I look forward to your class and I know you are going to be a great hostess! I'll be in touch as your date gets closer to work out any final details. In the meantime, please be sure to call me if you have any questions! You can reach me at _____

Just remember if your friends don't show, I'll still be there to give you the best makeover you've ever had!!!

I'm looking forward to it!



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Hostess Checklist

As a **HOSTESS**, there are some things that *you can do* to ensure that you have the very best and most profitable **Girlfriend Time** that you possibly can.

PLEASE COMPLETE THE FOLLOWING CHECKLIST:

- I have completed my invitation list and given the names to my consultant.
 - Do this via internet go to www.marykay.com/_____
 - click have a party
 - click See Who's Coming
- I have sent out my invitations.
- I have called the girlfriends on my list to confirm (24—48 hrs. ahead)
- I have planned simple refreshments.
- I have obtained outside orders from girlfriends who cannot attend & collected their money.
- I have made out my wish list—I know what I want for FREE!
 - Do this via internet go to www.marykay.com/_____
 - click have a party
 - click Go Window Shopping to see what you like, then
 - Click Your Wish List to send me the things you want most!
- I have confirmed everything with my consultant



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Hostess Outside Sales

Name	Address, Phone, Email	Items ordered	Sub total	Tax	Total Paid
Total Pre-Class Sales Without Tax:					

- ➔ Cash, Check, MasterCard, Visa or Discover
- ➔ Must collect all \$\$\$ to count!
- ➔ Sales count toward party total for hostess Credit!

Your Mary Kay Consultant:

 Phone: _____
 website: www.marykay.com/ _____
 email: _____