

Hi MK Friends! Scroll down and check it out!

I just wanted to share this hostess email I created below (remember I'm a computer geek). Anyway, the dialogue I adapted after the hostess coaching by Tammy Crayk. So far I've had a hostess send it right back to via email all filled out. It's just another option for those hostesses who are on the computer all the time and prefer online communication.

How to make this email work for you:

1. Attached is the hostess email file in Microsoft Word format.
2. Save the file attachment onto your computer.
3. Open the attachment and make changes
4. Save the File
5. Click the File menu and Send to "mail Recipient"
6. Put your hostess name in the To: blank just as you would any other email and click Send.

I always send a copy to myself (my Outlook and my Yahoo) just to make sure everything looks ok prior to sending.

As will all great MK ideas that come through – in person and on the phone are best, but this is a nice and fast alternative for the computer savvy hostess online.

Michelle Brubaker

Dear Emily,
I'm so excited for your Mary Kay Skincare Class!

Scheduled for:

Monday July 9th, 2007

at 6:30 p.m.



Here are two steps to a great class. It's so easy!



- **Step #1**
Make a guest list.
This is the only thing you need to do.
I will take care of everything else!



- **Step # 2**

Is for you to show up with your friends and have a fun time!

That's it – I'll handle everything else!

I have these adorable invitations I'll mail out. They will be addressed as if you sent them so they know you are hostessing the party.



I'll make them out so you don't have to take any of your time.

- The only thing you need to do is make a good guest list. So if you can get your guest list to me by **Thursday June 28th** then that's all you need to do!

An example guest list form is listed below.

You choose the best way to submit your guest list.....

- Print the form and fill it out. Then I will come by and pick it up.
or,
- Call me and I'll fill it out for you over the phone.
or,
- Click "Reply" in your email, type your guest information into the blanks and email it back to me.



Either way is fine with me. It's that easy!

I'll also do all of the follow up calls!

I don't want it to be any work at all for you, after all this is my job!



- After the guests have received their invitation I'll be calling each person and asking questions about her skin.
- Knowing her skin and color preferences saves about a ½ hour of time during the class.
- Plus I want to make sure that every person that comes has the product specifically for whatever her goals are that she's working on with her skin so it can be a really fun time for them.

	Name	Address	Phone #	Email	Best time to call?	How do you know?
	Suzie Que	123 Main St.	503-555-555	Suzieq@yahoo.com	After 6pm	neighbor
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If we can get started with a list of 15-30 people I can pretty well guarantee that we can get 5-6 there.

It's no different than a baby shower or wedding, not everybody you invite can make it for some reason or another.

So the more we start with the better!

***I can hardly wait for your party,
I know we will have a blast!!!***



Michelle Brubaker

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