

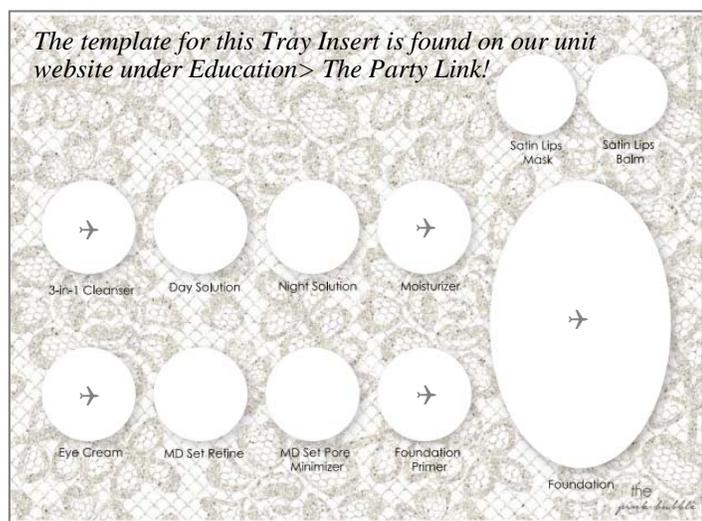


Packing Checklist & Tray Set-up for Beauty Book Parties & Facials!

It is your responsibility to set up and be prepared by having these items with you EVERY time!

Good to Know:

- It's professional courtesy to arrive before your guests do:
 - at a Party-arrive 30-45 minutes early so you can do a full color look on your Hostess while you set-up.
 - at an individual appointment or Meeting-arrive at least 15-30 minutes early to set-up.
- Coach your guests to arrive early!
- MK Professional attire is expected at events like these. (Your pressed Beauty Coat, skirt and dress flats/heels are perfect for this!)
- Pre-Profile your guests before they arrive so you can have their trays ready for them.
- Greet your guests then seat them and quickly walk them through their foundation shade selection.
- Please NO TALKING to your guests during meetings/guest events! Your guest will have everything at her tray. Your job is to LISTEN, take notes and be respectful of the teacher.
- Always remember to check our website for your event flyers and any additional information you may need to keep in mind for each event!
- You might want to consider having a camera with you so you can take Before & After pictures of your clients to help build your portfolio!
- *Something else that's good to know-the Company has a NO TOUCHING policy!*
- *I place my filled Demo R/U Bag and 2 Foundation Carrier Bags* (includes full-sized demos of Luminous Liquid and Endless Performance foundations along with Concealers*) inside the Organizer Caddy. MPFs go in the main Starter Kit Bag.*



→ To give you enough time to close your guests at MNL, we will only be doing the TW Basic (Cleanser, Moisturizer & Foundation Primer) prior to their Color Makeover since it is suggested that guests already have had an initial appointment.

Section 1 Items to Demo in Your Travel Roll-Up Bag

- ☑ **POCKET 1 (Skin Care Set)**
 - TW Cleanser N/D & C/O
 - TW Moisturizer N/D & C/O
 - Day/Night Solution Set
- ☑ **POCKET 2 (Completers & Supplements)**
 - TW Firming Eye Cream*
 - TW Microdermabrasion Set*
 - TW Replenishing Serum +C*
- ☑ **POCKET 3 (Color Set)**
 - Foundation Primer*
 - Foundation (MPF brush if applicable)
 - Oil-Free Eye Makeup Remover
 - Filled MK Compact (3 eye colors, cheek color, applicators and Lip Gloss *
 - Eye Primer*
 - Eyeliner*
 - Lip Liner*
 - Mascara
- ☑ **POCKET 4 (Satin Set + Body Care)**
 - Satin Hands Set*
 - Satin Lips Set*
 - TW Body Smooth-Action Cellulite Gel Cream*

Section 2 Items

- Beauty Book Party Notes
- Facial Cloths
- Profile Card
- Beauty Book with Inserts
- Sales Tickets
- Mirror
- Clear Tray Insert

Guests' Gift Bags

- Color Cards/Product Samplers
- Sponge Tip Applicator (if including Color Samplers)
- 2 Cotton Balls
- Candy
- Business Card (optional: magnetic one)

Miscellaneous

- Fabulous Referral Game Sheets
- Pondered Pink Sheets
- Gifts:
 - Hostess-thank you gift and/or the one she's chosen to earn wrapped cute
 - Optional: Referral Game Winner
- Dare to Dream Brochure
- "Why Wash with Mary Kay" Slideshow FlipChart or on tablet.
- Hostess Packets
- Team Building Packets (with Listen for Loot Labels)

Items to Buy

- (You can find these inexpensive items at Target/Walmart or the Dollar Store!)
- Pens
 - Headbands
 - Cotton Rounds (for OFEMR)
 - Cotton Balls (for blending powders/sampling cheek colors)
 - Water Mistlers (4-5)
 - Cupcake Liners (if using MPF)
 - Tickets & Bag to put in
 - Individually wrapped Candy

- *Keep the products and the bag itself clean and neat. No one likes to do business with someone who is dirty or who uses dirty-looking items. (Clorox disinfecting wipes will help!)*
- *Label the demo products with your personal label and another sticker (I use star stickers above my label) that indicates it is a DEMO. This way, when you are at makeover events with other consultants, you can easily tell your products apart. Also, you will always be able to tell what is a demo or what is just for display.*

* These items are not part of the Starter Kit. However, no worries-you can always add them later and can still work without them! This just gives you something to work towards and grow into! Please call your recruiter if you need an item while you are waiting for your ordered products to arrive!