

**General Booking OUTLINE:** *Write this out using your own goals and time availability!*

**I. Greeting**

Hi \_\_\_\_! It's Allison! How are you? Great! Do you have a quick minute?

**II. State Your Goal**

I don't know if you heard, but I'm a new Mary Kay consultant and I have a BIG goal of \_(earning a ring/moving into leadership/doing 30 facials this month/etc)\_! I'm really excited about it! All I need is to do \_(30 facials in the next 30 days/get 10 opinions about my business this month/to borrow your face for a facial!).

**III. Sincere Complement**

I thought to ask you because \_\_\_\_\_.

**IV. ASK!**

Do you think you could get a few friends together for facials and help me toward my goal?

**V. Find Date and Time.**

Great! Thanks so much, \_\_\_\_! What works best for you to get together a weekend or a weekday? *GIVE 2-3 options and continue to narrow down until you find the date and time that works!*

**Find Date First:**

- (Example) Answered Weekend: Okay, I have an opening on Saturday, give date or Sunday, give date. Would either of these work for you?
- (Example) Answered Weekday: Okay, I have an opening next week on Monday, give date, Tuesday, give date, the following Tuesday, give date. Which works best for you?

**Find Time:**

- (Example) So for Saturday, would you prefer morning or afternoon? Okay, how about 3:00...does that work for you? (*YOU offer times. Do not ask her, "When do you want to do it?"*.)

**VI. Next Steps:**

- Great and thanks so much for helping me toward my goal!!! What is your email address...I'll send you a confirmation email! ....And what is your home address?
- So, I'll bring everything and do everything. ALL I need from you is a guest list with phone numbers so I can introduce myself to your guests and ask them a few quick questions about their skin so I'm prepared! Do you think you could get me your guest list by \_\_\_\_ (give 24-48 later)\_\_\_? Would you rather email it to me, or text it to me? Okay, thanks!
- Thanks again, \_\_\_\_! You can look for that confirmation email from me tonight, and I'll just give you a quick call tomorrow to make sure your date and time still work, if that's okay with you! When is a good time for me to call tomorrow?
- Have a great day!