

Studio Guidelines/Activities

*always RSVP guests as scheduled

Meeting Night – 545-6pm is when consultants and guests should be arriving setting up.. pizza and hand treatment We will start promptly at 615pm. During the facial experience consultants will receive an educational opportunity in the meeting room. Faces finish by 745pm guests closed and out by 8pm. Career Coffee offered at 8pm

Dues: \$5 per week or \$15 per month donation which helps with studio incidentals and refreshments- we have a receipt book available at sign in table (make yourself out a receipt). **By giving the 15.00/mo you can bring as many guests as you want for Skin Care Class each week AND for Muffins and Makeovers every Sat (8 events/mo).** These dues should be paid regardless if you eat pizza or have any guests. Also- DIQs will have use of the studio off hours for appointments. If you are paying by the week- it would be 5.00 for Thurs + 5.00 for Sat if attending. + \$5.00 for any other night Attendance.

Note- When signing in please be clear on the sign in sheet if you paid prior or are paying now. It is always best to pay with a CHECK on the first of month for records.

What to bring to the studio for each guest for 1st Appointments - LIVE skin Care/Dash out Door

- Tray insert/ Washcloth/Profile Card/Cotton Ball and Triangle Sponge, **headband** + beauty book
 - Black Mirror w. plastic tray insert & CC Creams from your Starter Kit
- Section 1 item for the raffle basket (FOR EVERY 3 GUESTS bring ONE Section 1 if 4+ bring 2 Items for the raffle basket located on the front desk. Ideas: Beauty blotters, Full size hand cream, deluxe mini, Eye Shadow, Cheek Color, Bronzer) Samples and baby hand cream are NOT acceptable gift.
 - Lipstick or gloss Sample

When bringing 4+ guests to any event be prepared with your miracle set demo

Saturdays & 2nd appts (Muffins and Makeovers) - arrive NO LATER Than 8:45 a.m Directors arrive 830am

. and guests arrive by 9:15 am. Skin Care and Full color. We provide muffins and coffee/tea and we provide a larger give away. Ends by Noon. **RSVP guests by Thursday @ 9am** and any changes on counts after that as they occur (even if at 6am! Text ANY change)

What to bring to the studio for each MUFFINS or COLOR guest:

- * Tray insert+Mirror/CC Creams from your Starter Kit/Washcloth/Profile Card
- * Full size mascara from your kit and wand (or mascara sampler), cosmetic sponge and cotton ball
- * Color Look card with lip liner and eye liner demo pencils (or purchase for \$2) and gloss sample
- * MK Brush set (bring one set for demo if you have more than one guest you are given the other ones from studio) If you are Red Jacket and up and bring more than one guest please bring 2 Brush Sets
- * **Section 1 item for the raffle basket** (For every 3 guests you bring ONE section 1 item if you bring 4 guests or more you bring 2 items for the raffle basket located on front table. Ideas: Beauty blotters, Full size hand cream, Eye Shadow, Cheek Color, pcp gift Bronzer NOT acceptable is samples, baby hand creams from section 2.

What to wear to the studio or for any of your Mary Kay appointments:

Mary Kay career attire--Dress or skirted suit (or skirt and blouse), appropriate shoes (not flip flops!)

Children- this is a **CHILD FREE** Zone please many women at our studio have paid for child care or made arrangements to have a positive experience without children. If Clients enter with children they will be asked to reschedule.

What to do with your guest when you bring her to the studio:

- *Set up her place with her profile card, Beauty book, pen
- *Once she arrives, introduce her to your Sales Director, and get her set up at a place at the table
- *Have her fill out her profile card and offer her something to drink (coffee, tea, or water)
- *Stripe test her for foundation color (Ask a Director or RED JACKET if you need assistance)
- *Give her a Satin Hands treatment while waiting for the event/presentation to start

Place the washcloth on your guests mirror, place the tray insert on the front table, place cotton and sponge on table and place your raffle gift in raffle basket. **ONLY when your guest arrives take a filled Tray insert.**

What to do before you leave the studio:

*Clean up after your guest(s)—use the conference room to clean the brushes properly (red spray bottles) and the table area (Ask a Director or RED JACKET if you are not sure what to do.)

Please note: Many Directors across the country rent hotel rooms for their weekly success event and do not have a professional studio to offer to their consultants and their guests. There are several Directors who share this studio so we always need to make sure we leave it the way we found it. Thanks for assisting with clean up. We are the **ONLY** studio in upstate new york that provides **ALL** your skin care supplies and foundations and satin hands.