

Monday Night Live – Everything You Need to Know!

Arrival/Departure – The meeting will begin at 6:45pm. Please arrive between 6:30-6:40pm to get signed in and seated. *Red Jackets are asked to arrive no later than 6:15pm each week.* The meeting will end around 8:45pm with an extra 15-20 minutes added in for anyone needing to stay to speak with a Director or to help pack up.

Attire – Attire for every Success Event is Mary Kay Professional, unless otherwise noted. Mary Kay Professional consists of the following: skirt or dress, or a skirted suit; appropriate dress shoes (no flip flops), and blouse or other top that is neither form fitting nor too revealing. Skirts should be around knee length and tops should not be sleeveless. In the HOT Virginia summer months, layering is a great idea! Sleeveless tops are great to wear in the car with a light cardigan to slip on before entering your event or appointment.

Etiquette – Weekly Success Events are professional business meetings and the following is asked of each consultant AND Director in attendance:

- **Arrive on time:** tardiness is not fashionable! We know and understand that “things happen” (especially in Northern VA traffic!) so if you do happen to be late, please come in quietly.
- **Please turn cell phones off or to vibrate** to show courtesy to the speaker. If you need to take an emergency call, please excuse yourself to the café area. **Please no texting during the meeting** – this is just as disruptive as talking. Thank you!
- **Always arrive in MK Professional attire:** if you are coming from work, you may bring your professional outfit with you and change in the restroom (it’s very nice!) Always take a few extra minutes to freshen up hair and makeup before entering the meeting – after all we are all professional Beauty Consultants!
- **Leave your troubles at the door:** Everyone is subject to rough days, challenging kids, tough bosses, or rush hour traffic...our meeting is a place to come so we can all be pumped up and energized again! Please come with a positive attitude!! Come with the attitude of “what can I contribute to build up someone else?” Rather than “who is going to build me up?” You will be blessed when you build up others before yourself.
- **Please do not talk while someone else is speaking or presenting:** It tells the speaker what she has to say is not important and the distraction may cause her to get nervous.
- **NO OUTSIDE FOOD ALLOWED.** If you are picking up dinner, snack, etc. before the meeting, please finish before entering the meeting facility.

Guests – ALWAYS bring guests to designated guest events! Coach your guests to arrive on time, or drive them yourself! Let your guests know that we dress professionally for our events so they can choose to wear an outfit they will feel comfortable in. Be sure to come prepared with the supplies needed for the specific guest event. Always print the checklist and gather your things ahead of time, keeping everything neat and presentable for your guests. Everything you do shows how much you value her as your guest, as well as how serious you are about your business!

Be Prepared – When you come prepared for the event your self confidence will be through the roof! Take care to do the following to prepare for your Success Event each week so you can shine like the super star you are!

- Submit your Weekly Accomplishment Sheet online (www.marykayintouch.com) by Monday at 10am EVERY WEEK. Do this NO MATTER what kind of week you had!! Only the consultants who submit their WAS will receive recognition at MNL each week.
- Update your Monthly Tracking Sheet with the activity from the previous week so you know your totals from the previous week – your sales, surveys, etc. Always know where you are with your goals so you can participate in the standing recognition!
- If you are teaching or presenting, please gather your material and supplies ahead of time so you are calm, cool, and collected at the event.
- Pack your things the night before, and even put them in your car the night before if you will come to the event from work. This includes your Red Jacket, your product for the commercial if it's your turn that week, your Business in a Book, etc.

What to bring each week – there may be a few extra or different items to bring from one week to the next depending on the nature of the Success Event and/or your role at the event, but standard things all consultants should have every week are:

- Business in a Binder (visit our Unit website for instructions on how to set this up if you haven't done so already: www.terezeja.com)
- Date book
- Notebook and pen
- Updated Monthly Tracking Sheet
- Questions for your Sales Director, if any
- A POSITIVE ATTITUDE!