

OFFICE OF THE WEEK



You're the PRIZE PATROL!
Do this once a week and you'll never run out of names.
Work the names full circle and your
Business will continue to grow!

Select an office that you do business with or one that has impressed you with their customer service to get started (i.e. nail salon, hair dresser, doctor/dentist/vet, insurance agency, bank, etc.) or start with one person who recommends that you come to their office and give a gift to every employee. Then each person in that office, who wants to, can fill out a survey form & nominate another office for the Office of the Week. Then repeat over and over again, using the businesses that were nominated by the previous offices.

When you first call an office to announce that their office was nominated for "office of the week" by xx-person, ask to speak to the person who would be in charge of coordinating with you to hand out gifts to everyone. That becomes your contact person and then speak with her to see how many gifts you need to bring for men and for women.

Call using the attached script and make it your own or adjust for booking in person. **You are the Prize Patrol!** You Select the Office! Smile while you are talking!! Your call is all about making them feel good and recognizing their business for their outstanding services!! We are thanking them and giving back!!

Set up a time to arrive, and bring a Certificate (suitable for framing) that announces that they have been nominated for Office of the Week. Also bring a pretty little basket with sweet little individually wrapped gifts (like a swag bag or goodie bag) and survey cards.

If it's convenient, go around the office and meet everyone very, very quickly but kindly and give them their gift and survey card. Usually, if it's not convenient or everyone is not present, you can leave the basket with the contact person and ask her to give the gifts out, thank everyone and get the survey cards filled out within 24-48 hours, so you can return and pick up your basket and survey cards.

Call each survey name and tell her she's won a \$10 pampering Gift certificate of appreciation from their office's nominating person/office (free from you, of course), and you will upgrade it to a \$20 gift certificate if she would like to bring a guest with her to her pampering appt.

Use the 21 day booking challenge process -- Call-then-text a person 1x, then 3 days later a 2x, then 3 more days later a 3x... if you get no reply, then shift her name two months out and start the process again. You do not call a person one time and throw them away.

Don't forget to:

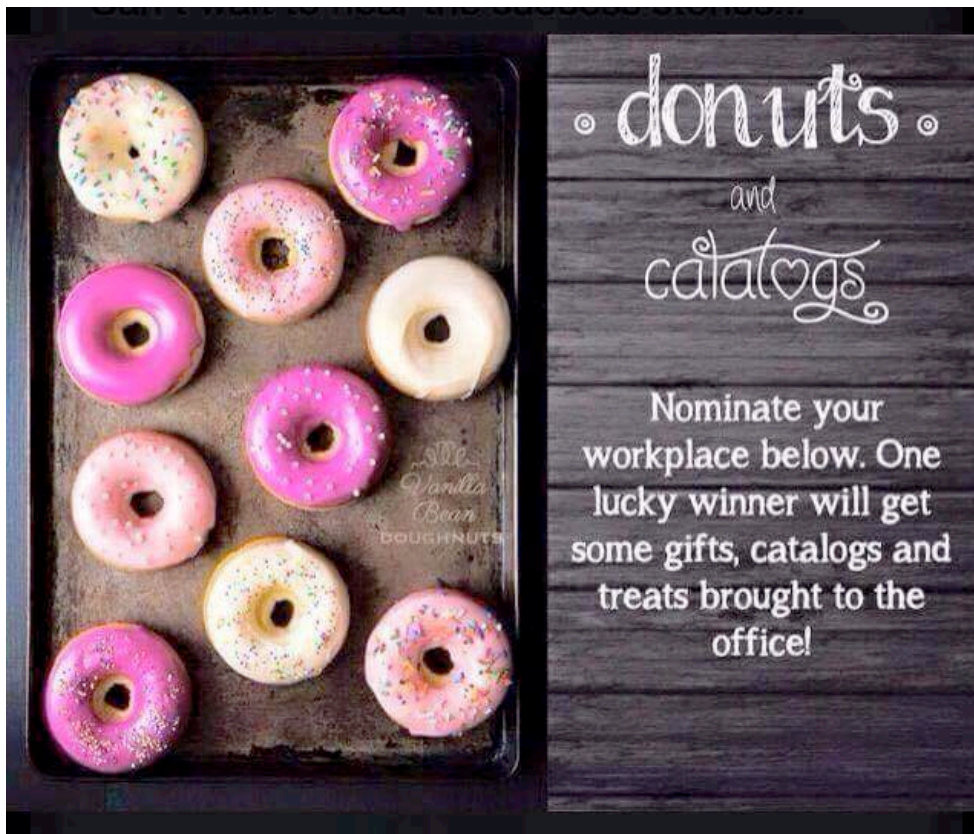
- Make your list of all the places you go or do business with!! Designate a week for each business...OFFICE OF THE WEEK!!
- Offer everyone a chance to win a \$10 Pampering Gift(or an online Shopping Spree on your personal web site)! Make sure you bring the entry forms to do the drawing when you deliver the goodie bags!!
- Smile and be positive! The success in this lies solely in your attitude. So, choose to be positive!! =) It's YOUR Decision!.
- Get started!! What are you waiting for!! Sound Breezy and Excited and pick up the Phone and GO! This is a great way to build relationships we already have and make new ones!!

****Office of the Week Facebook Post (Option 1)**

This is great to "copy and paste" and put on your private FB page...or private message!

Okay Friends! I'm looking for an Office to SPOIL every week (starting tomorrow) leading up to Christmas or Easter, etc)!! Who would you nominate for "Office of the Week"?? 🎉 Each winning office will receive a GIANT box of donuts AND goody bags full of skincare and makeup samples!! 🍷🍩

What office do you know where there are some hard working women who deserve to be pampered?! Tag them below in the comments, and they will go into my weekly drawing!! ❤️
Thanks so much for helping me out! I'm so excited!



Office of the Week Script and Tips

"Hi, ___ could I please speak to the office manager?"

When he or she gets on the phone....

Hi, do you have a quick minute? My name is _____ with Mary Kay and I was in your office the other day, and I am so excited to share with you that your office has been chosen as Office of the Week! Your staff was so wonderful and I appreciate the great customer service.

Mary Kay is celebrating its ___th year and as a tribute to this we are honoring women that work all over the US each week at a different office. We know how hard they work and this is our opportunity to say thank you. To show my appreciation, I will be bringing goodie bags to your office for all the women and will also give them a chance to win a Gift Certificate or Mary Kay shopping Spree online! Isn't that Fun? How many women are in your office? Will they be there tomorrow?

Great - I want to make sure I have enough gift bags for everyone.

You can count on me to be there to spoil your staff. Looking forward to meeting you tomorrow and I will of course have the best gift for you.

Have a fabulous day. "

Ok...now when you are setting up to go in.....

*Make a HUGE BASKET and on the outside of the basket make a great sign that says "OFFICE OF THE WEEK" Inside it have your stuffed cellophane gift bags tied with pretty tulle or ribbon. Samples can include lip gloss, miniature satin hands lotion, candy, \$10 or \$13 gift card, and your business card and write on back: Free Skincare Facial and Custom Color Consultation. I'd also include a "thank you" note/card showing your appreciation!

*Offer everyone a chance to win a shopping spree, redeemable at an appointment with you. You want the opportunity to give them a facial. Use the [\\$25](#) or [\\$50 Shopping Spree registration](#). (Be sure to take the forms to Office Max or Kinko's to be put into a tear-off pad. It looks very professional this way and only costs about a dollar.)

*Invite everyone to enter by putting down their name, address and phone number. Make sure you say "Don't forget to fill out your entry form for free retail size product. You could be the grand prize winner of the week."

* You should be in and out of the office within 3 to 5 minutes. Pick up the registrations right then, if you can. Or make arrangements to come back in 30 minutes or later in the day to pick up your basket and entry forms. Collect the entry forms and thank them!

*Follow-up with the other entry forms within 2 days! Call one Grand Prize Winner and at least 4 runner-ups. You can have one winner from each office, or you can combine a couple of offices for one winner. You can also let the office staff know that EVERYONE is a Winner of a Free Ultimate Pampering Session as well as ONE Lucky Winner of the Grand Prize!

*Call the Grand Prize Winner and select Runner's Up!

*Use the [Million Dollar Booking Script](#) for all calls. USE IT WORD FOR WORD! These words work!!

*Gift bags MUST LOOK FABULOUS But don't waste time. Cello bags or snack size zip loc bags. Hire someone to make them for you!

Hard candy adds some weight to the bag

Some chocolate--every girl loves chocolate!

A Sample (mascara sample or a hand cream sample)

Your business card

Tied with a cute bow (Use Curling Ribbon or Wired Ribbon)

*Entry forms **MUST LOOK PROFESSIONAL** Again, I urge you to get them padded, if possible.

*You **MUST LOOK PROFESSIONAL** Don't even think about doing this unless you look as professional (if not more!), than the place of business where you are going.....remember we are in the cosmetic industry so make sure your make up looks impeccable... and you are wearing a sharp suit or professional dress! Look at yourself in the mirror and say to yourself "Would Mary Kay be proud of how I am representing her company?"

*Leave a [Congratulations Certificate](#) for the business. Great advertising for you.

*Get Additional Nominations by Posting on Facebook along with a picture of the Office of the Week Basket (or use the Option 1 Post with Donuts & Catalogs) "Do you work in an office with at least 4 other women? Nominate your office for my Office of the Week and I'll drop by with goodie bags & other FREE treats for everyone! Great for doctor's offices, dentist offices, schools, real estate offices, insurance offices, etc"

Follow Up Script is as follows:

This can also be used for facial boxes and fish bowls.

Hi, Is ___ home? This is ___ with Mary Kay. Do you remember filling out an entry form at (name the place where you got their name)? Well, I'm calling to let you know you were picked as one of our winners! Isn't that great?! (wait for her response.)

Well, you have won a \$15 gift certificate (or whatever amount you choose) to be used with an absolutely FREE ULTIMATE MARY KAY MAKEOVER. Isn't that neat? Have you ever had a Mary Kay makeover before?

(If NO) Great! Then let me explain what happens, I come right to you (or if you have a Mary Kay studio you work with let her know where it is) It is fun, fast & free and there is NO OBLIGATION.

(If Yes) and she has a consultant send her back to her consultant. If she does NOT have a consultant but she has had a facial....say

"Great when did you have your facial last? We have so many NEW items I am dying to get your opinion on. Now what would be good for you? I have Tues or Sat available (Book her!)

Give her important information and directions. Also fill out question 1-4 on the profile card. Ask the best time to reach her.

"Now Suzy you are more than welcome to have some friends join you. They also receive the free pampering session. But there is one catch; you can only have up to five friends join you. Is there any reason why you wouldn't want to share your pampering session?"

Tell her you will call her in advance to get her list of friends if she chooses to share so you can get answers regarding their skin....

Give your name and phone number and say "I will be there rain or shine and I cannot wait to pamper you."

***Send out a thank you note immediately....say something like this in the note....

Hi Suzy!

You are in for a treat. I am so looking forward to getting to know you better and spoiling you rotten with our fabulous products. I will be calling you in a couple of days to follow up. Have a great week and I'll see you Tuesday at 6. Donna

Million Dollar Booking Script

This can be used for facial boxes, fish bowls or restaurant leads. Don't change the wording!!

- **Script:**

"Hi, is ____ there? Do you remember filling out an entry form at (name of place where you got their name)?"

"Well, I'm calling to let you know you were picked as one of our winners! Isn't that great?!! (wait for their response). Well, you have won a \$15 gift certificate to be used with an absolutely **free** Mary Kay makeover. Isn't that neat?"

"Have you ever had a Mary Kay makeover before?"

- **If no:**

"Great! Then let me explain what happens. I come right to you. I bring everything we need. It's fast, it's fun, it's free and there's absolutely no obligation!"

- **If yes and she has a consultant, send her back to her own. If not, then continue:**

"Great! When was that? Well then, you know how much fun it can be. Plus, we have so many new things I'd love to show you. Now what's good for you? Evenings or weekends? 7 or 7:30?"

- **Get her important information and directions. Also fill out questions 1-4 on the profile card.**

- **Ask the best time to reach her.**

- **Turn into a class:**

"Now, ____, you are welcome to have some friends join you. They also receive the free pampering session. But there is one catch, you can only have up to 5 friends join you. Is there any reason why you wouldn't want to share your pampering session?"

- Confirm the date with her. Tell her you will call again to get a list of her friend's names. "This way I can ask them the same questions about their skin so I can bring everything they need."

- Give your name and number and say, "If there is any change to the time or date, I'll need a couple of days notice."

- **Send a reminder card.**

- **Call a couple of times to hostess coach and to get the info about her guests.**