

# Class Planner

As the hosting builder and presenter, use this handout to divide responsibilities and prepare for a successful class. Great planning frees you to focus on your guests so you can help them find the right solutions to change their lives.

Host: ..... Title: ..... Presenter: .....  
 Date: ..... Location: .....

## 1 Preparation

<input type="checkbox"/> <b>Invite and Confirm Attendees</b>	Invites are best issued about 1–2 weeks in advance. Typical ratio: 15 invites means 7–10 attendees. Download the <i>Class Attendee List</i> from <a href="http://doterra.com">doterra.com</a> > <i>Empowered Success</i> > <i>Tools Library</i> > <i>Class Tools</i>	
<input type="checkbox"/> <b>Prepare Attendees Prior to Class</b>	<ul style="list-style-type: none"> <li>• Share a sample or an oil experience.</li> <li>• Give <i>Healthy Can Be Simple</i> booklet with sample.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a positive product experience prior to inviting.</li> <li>• Refer to pages 33–43 in this guide for scripts.</li> </ul>
<input type="checkbox"/> <b>Prepare Room</b>	<ul style="list-style-type: none"> <li>• Use good lighting and a well-ventilated area.</li> <li>• Put out a few chairs, bringing in more as needed.</li> <li>• Eliminate potential distractions beforehand.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a space for the presenter to teach from with a simple product display area.</li> <li>• Diffuse uplifting aromas (e.g., Citrus Bliss®, Wild Orange).</li> </ul>
<input type="checkbox"/> <b>Prepare Refreshments</b>	<ul style="list-style-type: none"> <li>• Add Lemon, Wild Orange, or Tangerine essential oil to drinking water. Make available to guests upon arrival to offer an immediate essential oil experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer oil-infused snacks or treats (for ideas, see the dōTERRA blog).</li> <li>• Serve after class so guests remain.</li> </ul>
<input type="checkbox"/> <b>Set Goals</b>	<ul style="list-style-type: none"> <li>• Number of attendees:</li> <li>• Number of enrollees:</li> </ul>	<ul style="list-style-type: none"> <li>• Number of classes booked:</li> <li>• Number of new builder(s) found:</li> </ul>
<input type="checkbox"/> <b>Prepare Story and Intro</b>	<ul style="list-style-type: none"> <li>• Be sure the host has taken the time to prepare both their dōTERRA story and introduction of the guest presenter (see pgs. 36, 53–54 in this guide).</li> </ul>	

## 2 Presentation

<input type="checkbox"/> <b>Builder's Role</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	Training flow for up-and-coming presenters
	<ul style="list-style-type: none"> <li>• Welcome/share story</li> <li>• Intro/edify presenter</li> <li>• Share oil experience</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome/share story</li> <li>• Intro/edify presenter</li> <li>• Share oil experience</li> <li>• Teach part of class</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome/share story</li> <li>• Teach entire class</li> <li>• Share oil experience</li> </ul>	
<input type="checkbox"/> <b>Upline Presenter's Role</b>	<ul style="list-style-type: none"> <li>• Edify/support host</li> <li>• Teach entire class</li> <li>• Share your story</li> </ul>	<ul style="list-style-type: none"> <li>• Edify/support host</li> <li>• Teach part of the class</li> <li>• Share your story</li> </ul>	<ul style="list-style-type: none"> <li>• Edify/support host</li> <li>• Share your story</li> </ul>	
<input type="checkbox"/> <b>Gather Teaching Tools</b> <i>Decide who is providing</i>	<ul style="list-style-type: none"> <li>• Class handouts</li> <li>• Enrollment forms</li> <li>• Pens</li> <li>• Oils to pass around</li> <li>• Diffuser</li> <li>• Products to display</li> <li>• Essential oil reference guides</li> <li>• <i>Live, Share, and Build</i> guides</li> </ul>	Optional: <ul style="list-style-type: none"> <li>• Prepackaged samples to give away</li> <li>• Host gift</li> <li>• Enrollment incentives</li> <li>• Book-a-class incentives</li> <li>• Calender to book classes and Wellness Consults</li> </ul>	<ul style="list-style-type: none"> <li>• Product guides</li> <li>• Invites/flyers for next class/event</li> </ul>	
<input type="checkbox"/> <b>Involve Team Members</b>	Ideal ratio: one Wellness Advocate per three guests to best support successful class enrollments.			

## 3 Next Class

Invite guests to bring a friend to your next class.

Host: ..... Title: ..... Presenter: .....  
 Date: ..... Location: .....

Print additional Class Planner from:

