

Class Checklist - Step-by-Step Guidance

Sequential Class Preparation Checklist

Perfect for New Builders Who Want Step-by-Step Guidance.

A simple, linear pathway to a successful class from start to finish.

1. When Your Host Agrees to a Class

Do this Immediately

- Have the host coaching conversation
- Confirm the purpose and length of the class
- Clarify the host's responsibilities
- Discuss who they will invite
- Share the three message templates:
 - Initial invitation
 - Reminder message
 - Day before/day of hype message

Confirm:

- Date
- Time
- Location
- Class type (Essential Oils Made Easy or Wellness Made Simple)
- Add class details to your calendar

2. 7-10 Days Before the Class

Host's Action

- Host sends the initial invitation
- Host follows up individually with key guests

Your Action

- Check in with host
 - "How are invitations going?"
 - "Would you like help in wording anything?"
- Prepare thank-you gift for host
- Print class handouts (1 per guest + extras)
- Print enrolment forms
- Prepare product display (oils or supplements)
- Prepare optional samples (bliss balls)
- On Guard apples, (infused water)
- Review your class script
- Practise your opening lines and transitions
- Review your enrolment close (2-3 key lines)
- Set your intention for the class

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3. 2-3 Days Before the Class

Host's Action

- Host sends reminder message to all guests

Your Action

Confirm:

- Expected number of attendees
- Address
- Parking
- Access
- Any special setup needs
- Pack your teaching kit
- Oils/supplements being taught
- Diffuser
- Fractionated Coconut Oil (FCO)
- Class Handouts and Enrolment forms
- Pens
- Host gift
- Rollers/samples
- Review timing for each class section
- Rehearse story + key product points
- Rehearse your enrolment close

4. Day Before the Class

Host's Action

- Host sends hype message (photo of treats, infused water, class set-up)

Your Action

- Pre-fill your name + details on enrolment forms
- Prepare food samples (optional)
- Charge phone/device
- Confirm travel time
- Review class flow once more (5 minutes max)
- Apply a grounding oil and centre yourself
- Set mindset: "I guide calmly"
- The natural conclusion is enrolment

5. Day of the Class

Before You Leave Home

- Pack diffuser + oils
- Review your intention and energy
- Apply your chosen oil blend
- Hydrate and ground yourself

Arrive 15-20 Minutes Early

- Greet your host warmly
- Diffuse a welcoming blend
- Lay out Class Handouts + pens
- Prepare oils/supplements for demonstrations
- Set up product display

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- Ensure seating is comfortable
- Clear clutter if needed
- Confirm that the host will do a short edification

Beginning the Class

- Host gives 2-3 minute edification
- Settle the room
- Begin on time

6. Immediately After the Class

- Help guests choose the best kit/products for their needs
- Support enrolments on the spot
- Clarify next steps in simple language
- Book Wellness Consults within 48 hours
- Thank the host personally
- Thank each attendee
- Leave space tidy
- Record attendance + notes

7. 1-2 Days After the Class

Send Messages

- Send welcome message to each new enrolment
- Confirm wellness consult appointment
- Send follow-up message to non-enrollers

Prepare for Wellness Consults

- Review what each person ordered
- Prepare personalised suggestions
- Gather any relevant resources

8. Within 48 Hours — Wellness Consult

- Review their products
- Teach how to use each one
- Guide them through their daily wellness routine
- Set up Loyalty Rewards Program
- Connect them to your education community
- Book their next check-in

9. Ongoing Nurture

Weeks 1-4

- Week 1: "How are your oils going?"
- Week 3: Share a personalised tip or diffuser blend

Month 1

- Loyalty Rewards check-in
- Celebrate their free Product of the Month (if applicable)

Month 2+

- Monthly education updates
- Seasonal tips
- Invite to community events or classes