

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

2 Presentation

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

3 Next Class

Print additional *Class Planner* from doterra.com > *Empowered Success* > *Tools Library* > *Class Tools*

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