


# Class Planner

Meet together, in advance, as host and presenter to distribute responsibilities and prepare for successful presentations (classes or one-on-ones). Great planning allows both of you to focus on your guests!

Host: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Presenter: \_\_\_\_\_

## 1 PREPARATION .....

<input type="checkbox"/> Invite & Confirm Attendees	• Invites are best issued about 2 weeks in advance. Typical ratio: 15 invites → 7-10 attendees.	
<input type="checkbox"/> Prepare Attendees	• Share an oil experience if possible	• Follow the invitation script in the <i>Share</i> guide
<input type="checkbox"/> Prepare Room	• Good lighting and well-ventilated area • Only put out a few chairs; bring in more as needed	• Create a space for presenter with a simple product display area • Check video needs: TV/sound/cables (optional)
<input type="checkbox"/> Prepare Refreshments (optional)	• Drinking Water: add Lemon, Wild Orange, or Tangerine	• Food ideas: (oil-infused refreshments: see dōTERRA product blog for ideas) • Best served after class so guests remain
<input type="checkbox"/> Set Goals	• Number of attendees _____ • Number of registrations _____	• Number of classes booked _____ • New builder(s) found _____
<input type="checkbox"/> Bring Teaching Supports (Determine which of you is bringing/providing these items)	<ul style="list-style-type: none"> <li>• Diffuser</li> <li>• Essential oil reference guides</li> <li>• Pens</li> <li>• <i>Natural Solutions</i> handouts</li> <li>• Oils to pass around</li> <li>• Product to display (<i>Natural Solutions Kit</i> items, any specials, etc.)</li> </ul>	Optional: <ul style="list-style-type: none"> <li>• Drawing entry forms to gather info about guests</li> <li>• Drawing giveaways</li> <li>• Host gift</li> <li>• Additional class handouts and product info</li> <li>• Product guide(s)</li> <li>• Book-a-class incentives</li> <li>• Invites/flyer for next class/event(s)</li> </ul>
<input type="checkbox"/> Bring Closing Tools	<ul style="list-style-type: none"> <li>• <i>Live, Share &amp; Build</i> guides</li> <li>• Blank calendar page to book classes and Lifestyle Overviews</li> </ul> <p><b>Note:</b> Ideal ratio is one Wellness Advocate per 3-4 guests to ensure proper registrations support</p>	

## 2 NEXT CLASS Invite guests to bring a friend to your next class .....

Host: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Presenter: \_\_\_\_\_