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

- □ Invite & Confirm Attendees  • Invites are best issued about 2 weeks in advance. Typical ratio: 15 invites → 7-10 attendees.
- □ Prepare Attendees  • Share an oil experience if possible  • Use Healthy Can Be Simple  • Follow the invitation script in the Share guide
- □ 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)
- □ 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
- □ Set Goals  • Number of attendees _________  • Number of enrollments _________  • Number of classes booked _________  • New builder(s) found _________
- □ Bring Teaching Supports  (Determine which of you is bringing/providing these items)  • Diffuser  • Essential oil reference guides  • Pens  • Natural Solutions handouts  • Oils to pass around  • Product to display (Natural Solutions Kit items, any specials, etc.)  • Drawing entry forms to gather info about guests  • Drawing giveaways  • Host gift  • Incentives (e.g. Wild Orange from Class in a Box or Diamond Club monthly incentive)  • Additional class handouts and product info  • Product guide(s)  • Book-a-class incentives  • Invites/flyer for next class/event(s)

- □ Bring Closing Tools  • Live, Share & Build guides  • Blank calendar page to book classes and Lifestyle Overviews

Note: Ideal ratio is one Wellness Advocate per 3-4 guests to ensure proper enrollment support

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

Host: ____________________________  Title: ____________________________
Date: ________  Location: ____________________________  Presenter: ____________________________