

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 > 7–10 attendees. Download the Class Attendee List from Empowered Success > Tools Library > Class Tools at doterra.com | |
| <input type="checkbox"/> Prepare Attendees Prior to Class | <ul style="list-style-type: none"> Share an oil experience. Give <i>Healthy Can Be Simple</i> booklet. | <ul style="list-style-type: none"> Ensure a positive product experience prior to inviting. Follow the invitation script in the <i>Share</i> guide. |
| <input type="checkbox"/> Prepare Room | <ul style="list-style-type: none"> Use good lighting and well-ventilated area Put out a few chairs; bring 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"> Drinking water: add Lemon, Wild Orange, or Tangerine essential oil. | <ul style="list-style-type: none"> Offer oil-infused snacks/treats (for ideas, see the dōTERRA blog). Serve after class so guests remain. |
| <input type="checkbox"/> Prepare Refreshments | <ul style="list-style-type: none"> Number of attendees: Number of enrollees: | <ul style="list-style-type: none"> Number of classes booked: New builder(s) found: |
| <input type="checkbox"/> Prepare Story/Intro | <ul style="list-style-type: none"> Be sure the host has taken the time to prepare both their dōTERRA story and introduction of their guest presenter. | |

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(s) Teach part of class | Class 3 <ul style="list-style-type: none"> Welcome/share story Teach entire class Share oil experience | Up-and-coming presenters Training flow for |
| <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 entire 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"> Diffuser Essential oil reference guides Pens Class handouts Enrollment forms Oils to pass around Products to display <i>Live, Share, and Build</i> guides | Optional: <ul style="list-style-type: none"> Pre-packaged samples to give away Host gift Enrollment incentives Book-a-class incentives Calendar page 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 1 Wellness Advocate per 3 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: