


# Class Planner



As the host and presenter, use this handout together to divide responsibilities and prepare for a successful class. Great planning allows both of you to focus more successfully on your guests and come away changing 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.  |  |
| <input type="checkbox"/> Prepare Attendees            |  <ul style="list-style-type: none"> <li>• Share an oil experience</li> <li>• Give a <i>Healthy Can Be Simple</i> booklet</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure a positive product experience prior to inviting</li> <li>• Follow the invitation script in the <i>Share</i> guide</li> </ul> |
| <input type="checkbox"/> Prepare Room                 | <ul style="list-style-type: none"> <li>• Use good lighting and well-ventilated area</li> <li>• Put out a few chairs; bring in more as needed</li> </ul>  | <ul style="list-style-type: none"> <li>• Create a space for the presenter to teach from with a simple product display area</li> </ul>  |
| <input type="checkbox"/> Prepare Refreshments         | <ul style="list-style-type: none"> <li>• Drinking water: add Lemon, Wild Orange, or Tangerine essential oil</li> </ul>   | <ul style="list-style-type: none"> <li>• Offer oil-infused snacks/treats (for ideas, see dōTERRA's blog)</li> <li>• Serve after class so guests remain</li> </ul>            |
| <input type="checkbox"/> Set Goals                    | <ul style="list-style-type: none"> <li>• Number of attendees: _____</li> <li>• Number of enrollments: _____</li> </ul>   | <ul style="list-style-type: none"> <li>• Number of classes booked: _____</li> <li>• New builder(s) found: _____</li> </ul>   |

## 2 PRESENTATION

|   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Define Host's Role   |  <b>Class 1</b> <ul style="list-style-type: none"> <li>• Welcome/share story</li> <li>• Intro/edify presenter</li> <li>• Share oil experience(s)</li> </ul>  | <b>Class 2</b> <ul style="list-style-type: none"> <li>• Welcome/share story</li> <li>• Intro/edify presenter</li> <li>• Share oil experience(s)</li> <li>• Teach part of class</li> </ul>  | <b>Class 3</b> <ul style="list-style-type: none"> <li>• Welcome/share story</li> <li>• Teach entire class</li> <li>• Share oil experience(s)</li> </ul>                           | Training flow for up- and-coming presenters   |
| <input type="checkbox"/> Define Presenter's Role                                    | <ul style="list-style-type: none"> <li>• Edify/support host</li> <li>• Teach entire class</li> <li>• Share your story</li> </ul>  | <ul style="list-style-type: none"> <li>• Edify/support host</li> <li>• Teach part of class</li> <li>• Share your story</li> </ul>  | <ul style="list-style-type: none"> <li>• Edify/support host</li> <li>• Share your story</li> </ul>  |   |
| <input type="checkbox"/> Gather Teaching Tools<br>Decide who is providing each item | <ul style="list-style-type: none"> <li>• Diffuser</li> <li>• Essential oil reference guides</li> <li>• Pens</li> <li>• <i>Natural Solutions</i> or <i>Essential Oils Made Easy</i> handouts</li> <li>• Oils to pass around</li> <li>• Products to display (e.g. <i>Healthy Habits</i> or <i>Natural Solutions Kit</i> items, any promos, etc.)</li> <li>• <i>Live, Share, and Build</i> guides</li> </ul> | <ul style="list-style-type: none"> <li>• Pre-packaged samples to give away</li> <li>• Host gift</li> <li>• Enrollment incentives (e.g. <i>Wild Orange from Class in a Box</i> or <i>Diamond Club</i> monthly incentive)</li> <li>• Book-a-class incentives (e.g. <i>keychains</i>)</li> <li>• Calendar page to book classes and Lifestyle Overviews</li> </ul> | Optional: <ul style="list-style-type: none"> <li>• Additional class handouts and product info</li> <li>• Product guides</li> <li>• Invites/flyers for next class/event</li> </ul> |  |
| <input type="checkbox"/> Involve Team Members                                       | <ul style="list-style-type: none"> <li>• Ideal ratio is 1 Wellness Advocate per 3 guests to best support successful class enrollments.</li> </ul>   |  |   |   |

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

Host: \_\_\_\_\_ Title: \_\_\_\_\_ Presenter: \_\_\_\_\_  
 Date: \_\_\_\_\_ Location: \_\_\_\_\_