


Class Planner

In advance, meet together as host and presenter to divide responsibilities and prepare for successful presentations (classes or one-on-ones). Great planning allows both of you to focus more successfully 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	 <ul style="list-style-type: none"> • Share an oil experience if possible • Use <i>Healthy Can Be Simple</i> 	• Follow the invitation script in the <i>Share</i> guide
<input type="checkbox"/> Prepare Room	<ul style="list-style-type: none"> • Good lighting and well-ventilated area • Only put out a few chairs; bring in more as needed 	<ul style="list-style-type: none"> • Create a space for presenter to teach from with a simple product display area • Check DVD needs: TV / sound / cables (optional)
<input type="checkbox"/> Refreshments (optional)	Drinking water • Add Lemon, Wild Orange, or Tangerine	Food ideas: (see next page) Best served after class so guests remain
<input type="checkbox"/> Set Goals	• Number of attendees _____ • Number of enrollments _____	• Number of classes booked _____ • New builder(s) found _____

2 PRESENTATION

<input type="checkbox"/> Host'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 experiences • Teach part of class 	Class 3 <ul style="list-style-type: none"> • Welcomes / share story • Teach entire class / DVD • Share oil experiences
<input type="checkbox"/> Presenter's Role	<ul style="list-style-type: none"> • Edify host • Teach entire class • Share oil experience 	<ul style="list-style-type: none"> • Edify host • Teach part of class • Share oil experience 	<ul style="list-style-type: none"> • Edify host • Support as needed • Share oil experience
<input type="checkbox"/> Teaching Supports (Determine which of you is bringing/ providing these items)	<ul style="list-style-type: none"> • Diffuser • Essential oil reference guides • Pens • <i>Natural Solutions</i> handouts • Oils to pass around • Product to display (NS Kit items, any specials, etc.) 	Optional: <ul style="list-style-type: none"> • Drawing Entry forms (to gather info about guests' interests) • Enrollment incentives • Drawing giveaways • Host gift 	<ul style="list-style-type: none"> • Additional class handouts, product info • Product guide(s) • Book-a-class incentives • Invites/flyer for next class/event(s)
<input type="checkbox"/> Closing Tools	<ul style="list-style-type: none"> • <i>Live, Share & Build</i> guides • Blank calendar page to book classes and Lifestyle Overviews <p>Note: Ideal ratio is one Wellness Advocate per 3-4 guests to ensure proper enrollment support</p>		



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

Host: _____ Title: _____ Date: _____

Location: _____ Presenter: _____

Class Food

Using therapeutic essential oils internally - especially in cooking - is truly unique! Why not give your class guests the opportunity to taste something amazing made with dōTERRA's essential oils? Below you'll find simple class food ideas that are sure to delight your guests, leaving them asking for more!

- Add a few drops of Peppermint, Wild Orange, Lavender, OnGuard, etc. into several bowls of melted chocolate chips. Dip raw almonds or seasonal fresh fruit.
- Put 2-3 drops of OnGuard in a bowl of water. Add slices of apples to the water.
- Put 2-3 drops of OnGuard in a spray bottle with water. Spritz over sliced peaches.
- Mix 2-3 drops of Cassia in greek yogurt for a delicious fruit dip.
- Put 2-3 drops of a variety of dōTERRA essential oils into small bowls of whipped cream. Provide pound cake or fresh fruit to dip in the cream.
- Add a 2-5 drops Peppermint or Wild Orange to your favorite chocolate brownie recipe.
- Add 2-3 drops of your favorite dōTERRA essential oil to frosting for cupcakes.



Book a Class

Name: _____

Phone: _____

Email: _____

Location/City: _____

What are your best times for a class?

☐ 1. / / : AM/PM

☐ 2. / / : AM/PM

☐ 3. / / : AM/PM

Best Time to Connect: _____

Name: _____

Phone: _____

Email: _____

Location/City: _____

What are your best times for a class?

☐ 1. / / : AM/PM

☐ 2. / / : AM/PM

☐ 3. / / : AM/PM

Best Time to Connect: _____

Name: _____

Phone: _____

Email: _____

Location/City: _____

What are your best times for a class?

☐ 1. / / : AM/PM

☐ 2. / / : AM/PM

☐ 3. / / : AM/PM

Best Time to Connect: _____

Name: _____

Phone: _____

Email: _____

Location/City: _____

What are your best times for a class?

☐ 1. / / : AM/PM

☐ 2. / / : AM/PM

☐ 3. / / : AM/PM

Best Time to Connect: _____

Name: _____

Phone: _____

Email: _____

Location/City: _____

What are your best times for a class?

☐ 1. / / : AM/PM

☐ 2. / / : AM/PM

☐ 3. / / : AM/PM

Best Time to Connect: _____

Name: _____

Phone: _____

Email: _____

Location/City: _____

What are your best times for a class?

☐ 1. / / : AM/PM

☐ 2. / / : AM/PM

☐ 3. / / : AM/PM

Best Time to Connect: _____