

# 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"/> <b>Invite and Confirm Attendees</b>	Invites are best issued about 1–2 weeks in advance. Typical ratio: 15 invites > 7–10 attendees. Download the Class Attendee List from <a href="#">Empowered Success &gt; Tools Library &gt; Class Tools at doterra.com</a>	
<input type="checkbox"/> <b>Prepare Attendees Prior to Class</b>	<ul style="list-style-type: none"> <li>Share an oil experience.</li> <li>Give <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"/> <b>Prepare Room</b>	<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> <li>Eliminate potential distractions beforehand</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> <li>Diffuse uplifting oils (e.g., Citrus Bliss®, Wild Orange).</li> </ul>
<input type="checkbox"/> <b>Prepare Refreshments</b>	<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 the dōTERRA blog).</li> <li>Serve after class so guests remain.</li> </ul>
<input type="checkbox"/> <b>Prepare Refreshments</b>	<ul style="list-style-type: none"> <li>Number of attendees: .....</li> <li>Number of enrollees: .....</li> </ul>	<ul style="list-style-type: none"> <li>Number of classes booked: .....</li> <li>New builder(s) found: .....</li> </ul>
<input type="checkbox"/> <b>Prepare Story/Intro</b>	<ul style="list-style-type: none"> <li>Be sure the host has taken the time to prepare both their dōTERRA story and introduction of their guest presenter.</li> </ul>	

## 2 Presentation

<input type="checkbox"/> <b>Builder's Role</b>	<b>Class 1</b> <ul style="list-style-type: none"> <li>Welcome/share story</li> <li>Intro/edify presenter</li> <li>Share oil experience</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</li> </ul>	Training flow for Up-and-coming presenters
<input type="checkbox"/> <b>Upline Presenter's Role</b>	<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 entire 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"/> <b>Gather Teaching Tools</b> <i>Decide who is providing</i>	<ul style="list-style-type: none"> <li>Diffuser</li> <li>Essential oil reference guides</li> <li>Pens</li> <li>Class handouts</li> <li>Enrollment forms</li> <li>Oils to pass around</li> <li>Products to display</li> <li><i>Live, Share, and Build</i> guides</li> </ul>	Optional: <ul style="list-style-type: none"> <li>Pre-packaged samples to give away</li> <li>Host gift</li> <li>Enrollment incentives</li> <li>Book-a-class incentives</li> <li>Calendar page to book classes and Wellness Consults</li> </ul>	<ul style="list-style-type: none"> <li>Product guides</li> <li>Invites/flyers for next class/event</li> </ul>	
<input type="checkbox"/> <b>Involve Team Members</b>	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.

Print additional Class Planner from [Empowered Success > Tools Library > Class Tools at doterra.com](#)

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