

CLASS PLANNER



Host: _____ Title: _____ Date: _____

Location: _____ Presenter: _____

Meet together as host and presenter to divide responsibilities and plan a successful class. Remember - you'll teach the class for a host, but you'll want to groom new builders to be able to teach independently!

1. PREPARATIONS

Prepare attendees by following the invitation script in the *Share Guide*.

Prepare Room

- Lighting and well-ventilated
- Only put out a few chairs, and bring in more as needed
- Create a space for presenter to teach from with a simple product display area

Refreshment Options - sharesuccess.com/classfood

- Drinking water
- Optional: add Lemon, Wild Orange, Grapefruit/Cassia, or Slim & Sassy
- Food ideas:
 - Apples in OnGuard or Wild Orange water
 - Yogurt fruit dip with Cassia
 - Guacamole with Lime
 - Chocolate with Peppermint

2. PRESENTATION

Host Shares:

Class 1

Share oil experience
Intro and edify presenter

Class 2

Share oil experience
Portion of class

Class 3

Beginning
Ending/Close

Class Tools

- Drawing Entry forms
- Class Handouts (i.e. *Natural Solutions*)

Teaching Helps

- Oils for experiences
- Product to display (LLV, any specials, etc.)
- Diffuser
- Essential Oil Reference Guides
- Pens/Pencils
- Optional:
 - Giveaways/Host Gifts
 - Demonstration materials
 - *Product Guides*
 - Other Class Handouts and/or product info

Closing Tools

- *Live Guides*
- *Share Guides*
- *Build Guides*
- *Book a Class* or blank calendar page to book classes and Wellness Consults
- * *Ideal closing support: 1 WA per 3-4 guests*

3. NEXT CLASS

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