

# Class Planning Guide

DATE OF CLASS: \_\_\_\_\_ HOST: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

## PRE CLASS PREP

(Host & Presenter should discuss ahead of time who will be responsible for each task)

### After setting class date:

- Mail out invitations
- Create facebook event invite
- Call or text guests to confirm and encourage them to bring friends

### Day of Class preparations:

- Comfortable seating
- Good lighting
- Start diffuser before guests arrive (Stress Away, Abundance or Citrus Fresh)
- Place for presenter with small display area

### Class refreshment options:

- To drink: water with oils added (lemon, citrus fresh or slique essence)
- To eat: Food is not a necessity but if the host wants to have something - incorporate oils! Try apples (washed in Thieves or Orange) with Cinnamon Yogurt Dip or an Herbed Cheese Ball with crackers)

## CLASS TOOLS

### Have ready when class begins:

- Sign in sheet
- Class handout(s)
- Pens/pencils
- Product guides
- Everyday oils
- Carrier oil
- Drawing forms for giveaway\*
- Powerpoint\*

### \*Optional:

*Hostess gift*  
*Door prize/give away*  
*Samples (Ningxia Red, Balance Complete, Thieves cleaner)*  
*Powerpoint presentation*

## DUPLICATION

**Class 1:** Host welcomes guests, shares personal oil experience and introduces presenter

**Class 2:** Same as Class 1 plus presents a portion of the class (may be done in an interview style)

**Class 3:** Host becomes presenter and teaches class from intro to close. Original presenter or another team member is there for back up.

## WRAPPING UP

- Order forms
- Enrollment forms\* (online preferred if available)
- Welcome packets

When guests enroll, ask to set up a time to chat approximately 1 week from their enrollment if they are leaving with a kit or 2 weeks out if they will be getting a kit by mail. Set an actual date and time and put it on your calendar to follow up.

### When that first call is made:

- Make sure they've opened their kit!
- Teach them how to log in to their account
- Teach how to place an order
- Let them know about any upcoming classes, events or trainings

*\*If you know ahead of time that it will be a large class, ask a team member to come along to help. When wrapping up/closing the smoother you make things for your guests, the happier they will be. One of you can field questions while the other helps with the enrollment process. No one wants to have to wait to ask a question or enroll--you may lose people if the process takes too long.*

## PRESENTER PREPARATION TIPS:

Before each class, take some time to reflect on the reasons you love Young Living and essential oils. Fill yourself with these thoughts and let them shine through you during class. Remember that people don't join Young Living, they join YOU. Would you want to join you? Be the kind of sponsor/enroller that you would want. This is a business, but it is a relationship business and those relationships are key to your success!

Notes:

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