

class CHECKLIST



Creating and using a checklist can ensure that you have successfully prepared for your upcoming class. Checklists can help you manage your time, delegate tasks, and track your progress. Below is a sample checklist that can be adjusted to meet your class needs.

Once You Set a Date:

- 💧 Determine time and location
- 💧 Define class topic
- 💧 Create guest list

One Week Out:

- 💧 Plan product sampling and door prizes
- 💧 Send or provide invitations
- 💧 Acquire brochures, catalogs, and products
- 💧 Delegate product experiences or presentation pieces

Two Days Out:

- 💧 Confirm with each guest by phone
- 💧 Obtain a personal commitment to attend

Day of Event:

- 💧 Text attendees a final reminder
- 💧 Set up audiovisual equipment
- 💧 Place product display table in an accessible area
- 💧 Face audience toward presenter
- 💧 Seat-drop brochures, catalogs, and forms
- 💧 Set water with accompanying essential oils toward the back of the room

After a class, be sure to follow up with guests who placed orders to provide product training and answer questions.

