

# Preparing Your Host

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The most important part of having a successful event is preparing your host. We have made that easy for you by putting together a file that you can print out and go over with your host. I recommend meeting in person or over the phone prior to the event.

## Host Checklist

### Create a guest list

Start with 25 people you plan to invite (this might seem like a lot, but most often over half can't make it, goal is 5-10 people) start contacting them a few weeks prior to the event.

### Invite guests

In person or over phone are best options. If you do create a digital invite (Facebook, Evite) please add me to this invite. Here is a sample of what to say.

- Hi! Not sure if you have gotten into this whole essential oil craze, or know anything about them, but I just learned that they can help with WAY more than I realized, like colds, flus, wrinkles, stress, pain....So I got some and decided to have some friends over to learn more with me! You don't have to buy anything but if you see something you like you can get it. I thought you might want this info! I have it set up for\_\_\_\_, Do you already have plans for that day? The actual class portion takes about 40 minutes and we can hang out after.

### Call all guests two days prior

Can't wait to see you this (day) at (insert time), it's going to be a lot of fun! The class will start promptly, and there will be a present for every one who arrives on time, bring a friend new to doTERRA & receive a free oil!

*It is important to assume they are coming, do not call and ask, 'Can I count on you' or 'I hope you are coming.' This allows for people to find an excuse to cancel. If you sound confident and remind them that you are introducing them to something that has been a game-changer in many households, they will likely not want to miss out!*

### Text 2-3 hours before event

Can't wait to see you at (time), I have a surprise for you! Don't forget, the class will start promptly.

### Give everyone a surprise!

We will work together on this. Here are a few ideas. Sample of oil for everyone, a free Living Magazine, fun oil infused recipe you have never made (peppermint infused brownies are always a hit!).

### Provide a light snack

If you choose to serve alcohol it is highly recommended that you limit alcohol intake during the class or serve at the end of class. It allows for a more efficient class time (35-45 minutes), less interruptions and it opens up plenty of time for socializing after.