HOSTING YOUR OWN OPTAVIA EVENT

Hosting an event is a great way to build and share the OPTAVIA® Community with your family, friends, and those in your local area. Here are some types of events you might consider:

- Healthy Happy Hour
- Trilogy/Optimal Health Presentation
- Team Trainings
- Client Celebration Nights
- Booths at Community events, like health fairs
- Local corporately supported events
- And more!

Here's a simple checklist to help you host a great event!

PLANNING THE EVENT

- Define the purpose of your event
- Create an invitation list (include anyone and everyone interested in optimal wellbeing, and encourage all invited to bring a friend!)
- Select a venue
- Schedule the day, date, and time
- Invite others to help you
- Send invitations (OPTAVIA SHARE, email, e-vites, mail, Facebook messenger, text, etc.)
- Create a Facebook event and ask others to share it
- Plan the presentation schedule and any necessary audio visual equipment
- Make a list of necessary refreshments (if applicable). Consider having samples of OPTAVIA Fuelings, snacks, or favorite Lean & Green meals to share
- Prepare any prizes or giveaways (if applicable)
- Make reminder calls to everyone invited a day or two before the event
DURING THE EVENT

- Allow extra time for the unexpected to occur
- Greet everyone at the door
- Ask them to sign in using a sign in sheet (name, email address, phone number)
- Take time to learn something new about each guest
- Share your story and invite them to begin their journey to optimal health and wellbeing
- Stay on schedule

AFTER THE EVENT

- Share pictures on social media (be sure to ask permission before tagging those that attended)
- Make follow-up calls to those who couldn’t attend
- Intentionally thank anyone who helped you
- Follow-up with those who did attend - What’s next on their journey to optimal health?
- Do a quick review to capture what you can improve on next time

We encourage you to work with your Business Coach/Mentor support team throughout this process. Our Community is here to support you every step of the way. Questions? Check out OPTAVIA Answers, call 1.888.OPTAVIA, or fill out the Contact Us form on your OPTAVIA personalized website!