



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!