



# HOST A SUCCESSFUL SPRING KICKOFF EVENT

## LOCATION



Find a space that works for your event. Some cost-effective suggestions include your home, backyard, local library, church, school or hotel meeting room.



Make sure the location has what you need – technology, equipment, adequate space for your audience, etc.

**TIP:** Ask if you can access the location a day or two before the event to test equipment, plan your setup and feel more comfortable in the space.

## PROMOTE



Invite your team and others to attend your event. We suggest creating an electronic invitation or spreadsheet to help document your list of attendees. You'll need to share the link to this invitation when you register your event.



Register your event, and we'll add you to the host email list for updates and collateral to promote your event.

**TIP:** Plan a giveaway, DIY project, or additional trainings for your event to increase attendance.

## PRE-EVENT



Use the sample agenda as a template to create your personalized event agenda.



Ask leaders in your area to speak or give a training at your event.



Plan interactive games, quizzes, or contests to keep your audience engaged.



Order products from our NingXia Red® line to set up your own NingXia bar. You can charge for drinks and donate proceeds to The D. Gary Young, Young Living Foundation or keep them to recover some of your hosting costs.

**TIP:** Participate in Young Living training, calls, and email communications created specifically for Spring Kickoff 2020 hosts for more helpful hints!

## EVENT



Give yourself enough time to set up your space.



Engage your audience.



Make it your own!  
The event can reflect your personality and passions.



Recognize team rank advancements, recent achievements, and anyone who helped make the event possible.



Show the videos we'll provide, interact with your team, set goals for the quarter, and have fun!

**TIP:** Take pictures or video of your event to encourage others to participate in the next event.

## POST-EVENT



Thank your team members for attending the event and follow up with them to continue the momentum.



Provide your attendee list to Young Living using the link provided in your confirmation email.



Recap your event in a short email or video to share with members on your team who didn't attend.

**TIP:** Take a moment to appreciate yourself for all you did to host a killer kickoff!

