

Educator Class Guide

Prior to Event: Call and Email

- ☐ Contact Salon to introduce yourself and exchange information prior to event
- ☐ Go over times for set up and actual event
- ☐ Thank them for the use of the space
- ☐ Contact Shadow/Assistant to connect about class details

Set-Up: TOUR:

- ☐ Arrive Saturday at scheduled time discussed between educator and salon.
- ☐ Set-up chairs in appropriate space so all attendees can see Educator and/or PowerPoint
- ☐ Open Boxes and Cases
 - ☐ Get out Folders & Notebooks (and anything else that might be sent for class, to be determined by Rebecca and Paula)
 - ☐ Take photos of boxes/cases
 - ☐ Use supplied empty bag or one of the boxes for all packing peanuts
- ☐ Projector, Projector Screen and Computer
 - ☐ Run a few slides to make sure all is working correctly
- ☐ Set-up a small product display display for showcase (if room is available)
- ☐ Any other equipment that needs to be set-up
- ☐ Locate where lunch will be placed once delivered
- ☐ Find area for coffee (if brought in) or locate where they have their beverage area
- ☐ Set out SIGN-IN Sheet
- ☐ Review 'Guide to Shadowing and Assisting' in preparation before class and knowing the expectations of (Copy will

* IN-SALON:

- ☐ Contact salon and introduce yourself and discuss upcoming event
- ☐ Arrive at salon 1 hour prior to start of event to meet, organize, set-up projector, put out printed materials, and greet in-salon attendees

While setting-up:

- ☐ Locate Restrooms (Advise all attendees upon arrival or at start of class)
- ☐ Heating and Cooling
- ☐ Place to hang coats or jackets (if need be)
- ☐ Locate where towels/capes/aprons are & where the used ones will go
- ☐ Check to see that room is on Brand (Oway/O&M)

This should all take about 30-45. Be ready to greet attendees 15 minutes prior to the start of the event.

Teardown:

- ☐ Remove chairs and stack in appropriate area for pick-up the next day
- ☐ Wrap product and pack back in boxes and cases
 - ☐ Take photo once all packed and send to Paula
- ☐ Pack the Projector & Screen
- ☐ Make sure to towels, capes, etc. are where they need to be
- ☐ Empty all waste into one bag and dispose where needed
- ☐ Wipe down all stations, tables, & surfaces (Leave it cleaner than when you came)
- ☐ Send all appropriate material via email/text from this form and/or Shadowing Form to Paula
- ☐ Take final picture of salon once all done and cleaned

