

## Guide to Shadowing and Assisting

- ☐ Email of all class information is sent out by Paula 1 week prior
- ☐ Contact Lead Educator to connect about final class details 1 week prior to class and also the day prior
- ☐ Pick-up coffee if ordered
- ☐ Arrive at location 1 hour prior to start time
- ☐ Familiarize yourself with salon; including where restrooms are
- ☐ Discuss with Lead Educator where lunch will be placed when delivered (Noon)
- ☐ Greet all attendees and introduce yourself
- ☐ Have Attendees sign-in
- ☐ Lead Educator will start by introducing themselves and then you
- ☐ Take 1 minute to introduce yourself
- ☐ Hand out Social Media cards
- ☐ Assist Lead Educator with all aspects or passing around of products, holding color swatch books, etc.
- ☐ Direct and Set-up lunch once it arrives
- ☐ During lunch - Talk to attendees and pick-up lunch area
- ☐ Welcome models as they arrive and show them to their seat
- ☐ Have Model fill out a Model Release Form
- ☐ Take BEFORE image of models
- ☐ Assist Lead Educator with model formulations or questions with models
- ☐ Get color from case to assist mixing formulations
- ☐ Check that all attendees are comfortable with models and formulations that they are working on
- ☐ Help with techniques and application process
- ☐ Clean up salon/space as you go
- ☐ Make sure you assist with processing time of models for attendees
- ☐ Advise/Assist attendees with correct Shampoo/Conditioner/Treatments for models (Oway and O&M)
- ☐ Advise/Assist attendees with correct finishing products for models (Oway and O&M)
- ☐ Take AFTER shots of models
- ☐ Hand out and collect class surveys (if sent in Educator Folder) at end of class before certificates are handed out
- ☐ Thank everyone for their time
- ☐ Leave tabs out on color boxes before putting them in cases
- ☐ Write down on bottom of sign-in sheet the colors used
- ☐ Clean space/Towels/Pack up stock
- ☐ Email/Text Paula once class finishes
- ☐ Photo of the sign-in sheet
- ☐ All Colors used during event
- ☐ Before and After photos of models

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