Dr. Lisa

HOSTING GUIDE

HOSTING GUIDE 2019

TALKS, CLASSES, TOURS AND SPEAKING ENGAGEMENTS

HOSTING GUIDE

Part Four

Host Team - Being in Class

- The Hosting Team's primary role in class is to take care of all logistics before and during class, which allows Dr. Lisa to facilitate participants in class without being involved.
- Part of the benefit of being on the Hosting Team is that you receive the class tuition free and can participate in class. However**, Hosting Team members are required to be present in class. This mean that you are aware of the energies, you are expanding and allowing space in communion with Dr. Lisa. (You may participate, re: ask a question and receive facilitation, yet your main position is host) As A host, you are to BE IN CLASS, Paying attention not on phone, computer etc.**
  - We require your attention on logistics whether it's AV, Bookstore, or Participant Wellbeing etc. Please set yourself up ahead of time so that when class starts you are not running around with logistics, you are present with participants and Dr. Lisa
- Dress code for the Hosting Team is business casual every day.
- Demeanor for the Hosting Team is a representation of the business.

Live Your ROAR Team Availability

- Dr. Lisa's team is available via Zoom, What'sApp, Facebook messenger for assistance during each class tour should there be any technical issues with payment processing, printed materials, questions etc.

Participant Well Being

- Participating in Live Your ROAR is a revealing and vulnerable experience. Participants are embracing and looking at intimate aspects of their lives. This can bring up the fright, fight or flee mechanism often associated with trauma.
- As Dr. Lisa is facilitating participants it's important to be aware of participant behavior.
  - If a participant leaves the room in what appears to be an activated state, casually get up and follow them out to check in on them and make sure they are ok.
  - If a participant leaves the room after facilitation with Dr. Lisa, keep track of the person and casually get up and follow them out to check in to make sure they are ok.
  - If a participant becomes argumentative or combative with Dr. Lisa expand yourself out and create space for their interaction. There is no requirement for you to assist or help the participant unless Dr. Lisa addresses you by name and asks you to do something.

HOSTING GUIDE

CLASS SCHEDULE AND ACTIVITIES

This section is a daily breakdown of class schedule during the course of the tour.

Class Tour Hosting Team – Pre Class Overview Meeting

4:00 to 5:00 p.m. – Team Meeting and Preparation

One Day Prior to Class - Prior to the Live Your ROAR Introduction the evening before class starts.

- Review all accountabilities, materials and requirements being managed by each person.
- Review class logistic setup including massage tables, chairs, bookstore, AV Equipment location
- Review Registration set up and preparation
- Review Bookstore set up and preparation
- Review AV set up and preparation
- Review Class Tour general schedule with team, arrival 8:30 a.m. each day of class tour and ending approximately 7 p.m. each day.
- A morning bio break scheduled by Dr. Lisa
- Lunch Break sometime around 1 to 2 p.m. for 90 minutes
- Dress code business casual
- Replenish snacks on a regular basis
- Communicate with hotel for water and beverage refresh.
- Monitor room temperature
- Collect Receipts for reimbursement and turn them into Dr. Lisa on Day One of each class and with petty cash at end of class. All receipt not turned in after class tour has ended will not be reimbursed.

Class Tour Daily Schedule

The following is a general daily class schedule to use as a guide for each class. Included are items schedule for Day One and Day Five of the class tour.

Day One Only

10:00 to 10:10 a.m. – Welcome, Introductions and Logistics

Day One of ROAR and Day One of 3 Day Body

- City Host welcomes everyone to class.
- Introduce Bookstore, team member and hours.
- Introduce AV person and accountabilities, microphone use etc.
- Introduce well-being assistant for Dr. Lisa
- Introduce hotel logistics team member
- Provide layout of hotel to participants; bathrooms, restaurants, parking, water, snacks
- Introduce Dr. Lisa

Registration Summary – 1st Break or Lunch

- Day One of ROAR and Day One of 3 Day Body Class
- Report to Dr. Lisa or team member the final count and payment of registrations
- Commission will be calculated out of total sales and paid to Host Team.

Dr. Lisa

HOSTING GUIDE

Daily Schedule

After Day One of each Class

8:30 to 9:30 a.m. – Host Team Check in

- All members of the Host team meet at 8:30 a.m. to prepare for the day.
- Open Bookstore for business
- Turn on AV equipment and test.
- Communicate with hotel any requirements or changes in requirements

10:00 to 10:10 a.m. – Announcements each morning

- Good morning and announcements for promotions, testimonials, bookstore etc.
- Day 3 of 3rd Day Body – announce Bookstore will close at 3:00 p.m.

1:00 to 3:30 p.m. – Lunch and Book Store Hours

- Lunch is usually 90 minutes and will begin somewhere between 1 p.m. and 2 p.m.
- The bookstore should be staffed for at least 60 minutes during lunchtime. This can be done by one or split by two individuals.

Afternoon Break

There is often an afternoon bio break. A primary host should be available for Dr. Lisa should she require anything.

6:00 to 6:30 p.m. – Bookstore Is Open after class each day.

6:30 to 7:00 p.m. – Daily Wrap up and Clean Up

- Organize Massage Tables
- Clean up the room of things cups and glasses etc.
- Update Bookstore Google Doc with total sales for the day
- Cover Bookstore table
- Turn off and secure AV and Camera.

Wrap Up Class

- Entire team participants in class wrap up
- Pack Up AV and Camera equipment
- Pack up Massage Tables
- Restore class room to original organization
- Remove trash