



8606 155th Road * Live Oak * FL 32060
727-408-4993

Guide to Hosting a Reiki Class or Share

Thank you for your interest in hosting a Reiki class or workshop! This guide provides everything you need to know about organizing the event, gathering participants, and preparing the space to insure a smooth and rewarding experience for everyone involved.

Steps to Host a Reiki Share or Class

1. Gather Your Group

Who to Invite: Reach out to friends, family, or colleagues who want to learn Reiki. For classes, a minimum of 3 participants and a maximum of 8 are required (including yourself). Your guests are welcome to visit our website for information, as well as contact us to speak with us directly. All participants must be 21 years of age or older.

2. Choose Your Venue

When selecting a venue for your event, you have the flexibility to choose either a residential or business location. The space should typically be within 25 miles of my location in Live Oak in order to avoid additional travel charges. Whether it's a cozy home setting or a professional space, the right environment can help create a calm, welcoming atmosphere for everyone involved.

Ideal Space Setup: Two rooms are recommended: One for classwork, discussions, and practice sessions, which needs to be large enough to accommodate everybody; and a second private space for individual attunements. If only one room is available, that is perfectly fine. Space requirements include:

- Adequate parking for participants.

- Space for 1-3 massage tables and chairs for all attendees.

- Clean and functional restroom facilities.

- Ensure the space is clean, quiet, and free from interruptions (e.g., alarms, phones, loud noises).

- Ensure that no one other than the pre-registered attendees are allowed to attend or observe the class.

3. Contact Me to Schedule

Once you've gathered your group and chosen your event location, reach out to me to schedule both the class date and pre-class site visit.

4. Pre-Class Site Visit

To ensure the best possible experience for everyone attending, we will arrange a brief visit to your venue before the class date. This visit allows me to familiarize myself with the space and confirm that it meets the requirements for comfort, safety, and functionality. It's a great opportunity to address any questions you

may have about the setup, and to make sure everything is perfectly prepared for the class day. During this visit, I will also ask for your guest list, including the names, email addresses, and phone numbers of your guests.

5. Register for the Class

Following our pre-class visit, I will send you and all the other participants a link to register for the class. It is important that all participants have pre-registered and prepaid at least one week before the class date. Shortly after each guest registers (including yourself), they will receive a confirmation from me, along with detailed information on preparing for the class and my contact information should they have any questions.

6. Lunch Options

To make the most of our limited break time during this all-day class, it is recommended that attendees remain on-site for lunch, as traveling to nearby restaurants or stores may be time-consuming.

As the host, you can choose whether everyone brings their own lunch, which is the typical procedure, or, you may wish to provide lunch. (A vegetarian lunch is suggested but not mandatory.)

If you choose to provide lunch for all participants, please keep in mind that you'll also be attending the class, and it's not uncommon for hosts to feel energetically affected by the day's activities. Preparing and serving lunch may feel overwhelming in addition to participating fully in the class. A simple, self-serve option or encouraging participants to bring their own lunches can help make the day more enjoyable and stress-free for everyone, including you.

7. On the Day of the Event

Setup and Arrival: I will arrive one hour before the class begins to set up the space.

Hosting Essentials:

Be present to welcome participants and assist with any last-minute needs.
Ensure the environment remains conducive to relaxation and learning.

Your role as the host is important for creating a welcoming and peaceful atmosphere. We will work closely together to ensure the Reiki class is a fulfilling and transformative experience for all participants.

Thank you for your dedication to sharing the gift of Reiki!

Warm regards,

Julie

Julie Mossburg, LMT, RMT
Silent Harmony LLC, Live Oak, FL 32060
Phone: 727-408-4993
Website: www.SilentHarmonyLLC.com
Email: julie@juliemossburg.com