

Class Planning Checklist

8 – 12 months

✓	Activity	Details
	Choose class topic	
	Select and confirm location – signed contract or agreement	
	Select and confirm lodging arrangements for instructor and students - signed contract or agreement with facilities	
	Select and confirm class date(s)	
	Decide on student prerequisites, class size (minimum/maximum number of students)	
	Confirm instructor(s) – signed contract(s) with financial requirements	
	Obtain course description, outline/syllabus and supply list from instructor	
	Develop budget – include instructor, materials, travel, rental fees, food, lodging, advertising, etc.	
	Determine course fee	
	Develop publicity plan – identify advertising methods, frequency, design, target audience(s), etc.	

6 – 8 months

✓	Activity	Details
	Design registration and advertising materials; decide on registration method (mail, fax, phone, online)	
	Advertise class (print, web, email, direct mail, convention, etc.)	
	Begin class enrollment	

3 - 6 months

✓	Activity	Details
	Finalize daily schedule	
	Create and mail confirmation packets – receipt, schedule, supply list, lodging, travel, etc.	
	Make travel and lodging arrangements for instructor(s)	
	Finalize supply list (provided by class sponsor) – tools, AV, equipment, pianos, etc.	
	Order/procure class supplies (including piano loan and moving, if applicable)	

1- 3 months

✓	Activity	Details
	Make food service arrangements for meals, breaks, etc.	
	Reserve transportation (car, van) for instructor and students	
	Obtain class handout materials from instructor(s), if applicable	
	Confirm final class schedule, supply needs, special needs, etc. with instructor(s)	
	Develop class evaluation form for students, if applicable	

1 week

✓	Activity	Details
	Confirm delivery dates for supplies, pianos, etc.	
	Confirm lodging and transportation arrangements	
	Confirm food service arrangements	
	Prepare class roster, name tags, certificates, handouts, etc.	
	Prepare signage, if applicable	
	Confirm AV equipment	
	Email/phone students with supply reminder, class updates, etc.	

1 day

✓	Activity	Details
	Deliver supplies, equipment to class site	
	Set up classroom	
	Verify instructor(s) arrival	

During class

✓	Activity	Details
	Take pictures	
	Monitor instructor and student needs	
	Monitor food service arrangements	

Post-class follow-up

✓	Activity	Details
	Mail thank you note to instructor(s), sponsors, suppliers	
	Tally evaluation form results and distribute	