



Class Coordinator Checklist

Class _____

Date(s) _____ Cost of Class _____

Instructor(s) _____ Phone _____

Class Times _____ Repeat Society Member Fee _____

Location of class _____

Minimum Financial Requirement of Instructor _____

Coordinator Percentage _____ Does this include taking the class? _____

Date of Private Appointments _____

Instructor Fee for Private Appts _____ Location _____

Will there be a Study Group? _____ Fee _____

Date and Time of Study Group _____

Will there be a Lecture/Demo? _____ Fee _____

Date and Time of Lecture/Demo _____

Discuss projected expenses – flyers, room rent, phone, copies, airfare, handouts _____

Class Outline/Handouts – Who is to make the copies? _____

What happens if the class does not occur? _____

Housing/Transportation Arrangements _____

Does the coordinator percentage change with low numbers of students? _____ If so to what? _____



Discuss financial or trade arrangements for feedback/private session for yourself with the instructor

Are there any coordinators/instructors that should be contacted? _____

Housing for out of town students? _____

Other Notes



Flyer Information

What does the instructor want the flyer to say? – Colour of paper? Ask for copies of old flyers. Ask if instructor needs to proof flyer before it is mailed and distributed.

Biographical information on instructor

Date, location, time and fee of class.

Amount of non-refundable deposit and date deposit needs to be received.

How to pay i.e. direct deposit details, who to make cheque out to and where to send cheque, any other methods of payment?.

What are the prerequisites for the class? Any exceptions?

Private appointments listed on flyer?

Flyer should ask for massage table, sheets and pillows.

Target group for flyers: General public, i.e. Health food stores, newspapers, TV, radio, bulletin boards

Health Professionals: i.e. Chiropractors, Massage Therapists, Physical Therapists, and Alternative Health Professionals