

Class Development Worksheet



Instructor Information

Name: _____ Address: _____
Phone: _____ City, State Zip: _____
Email: _____ Website, social media: _____

Class Information

Class Name: _____
Requested Instructional Fee: _____ Suggested Class Price: _____
Class Duration: _____ Skill Level: ___ Beginner ___ Intermediate ___ Advanced
Minimum Enrollment: _____ Maximum Enrollment: _____

Special Accommodations (specific setup, equipment, etc.):

Class Overview

This is the starting point for how we describe the class to customers. Be descriptive – you're selling this class to prospective students.

Class Details

Primary Skills Taught in this Class

Class Prerequisites

“To get the most from this class, these are important skills and abilities to have so the instructor can focus on the curriculum above. You don’t have to be a master, but it’s best to have reasonable confidence in these skills. We can help refine these skills in class if needed, but we likely won’t have time to teach them from scratch. When in doubt - ask!”

Tool List

The following tools **are required** in order to fully participate in the class:

The following tools are *optional*, but encouraged:

Materials

- Will the instructor provide materials?
- Can students bring their own?
- Are there material choices?
- Do we need to collect information at registration related to student material choices?

Class Promotion

Local and/or regional groups related to this skill area:

Related publications and/or newsletters:

Online forums, Facebook groups, websites, social media we can connect with:

Would you be interested in writing about your skill area, for publication on our website?

Can you provide photos or videos of the project or skills taught in this class?

Are you able to provide photos or videos demonstrating brief techniques, designs, etc. about this skill area in general?

Instructor References

If you are a new instructor, please provide three references who would be willing to speak with us and your demonstrated skill, knowledge, and teaching capabilities.

	Name	Phone Number	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Internal Use Only

Date approved by Executive Director:

Student Price:

Instructor Fee:

Date published online: