



Countdown Planner

Chef Susan's Cooking Classes
12345 Main Street
Your town, CA 97654
555-876-9345

Two weeks prior to the class:

- ❖ Complete guest list to be used for invitations.
- ❖ Send invitations to guests on your list.
- ❖ Confirm stove and oven are in working order.
- ❖ Provide deposit to instructor - \$_____
- ❖ Coordinate with instructor concerning any refreshments that are desired.

One week prior to the class:

- ❖ Confirm RSVP's with reminder of date, time and location.
- ❖ Follow up with non-responsive invited guests.
- ❖ Make arrangements for child care, if needed.

Day of the class:

- ❖ Clear counter space and work surfaces.
- ❖ Make space in the refrigerator for instructors' supplies.
- ❖ Large or potential problem pets outdoors.
- ❖ Set up refreshments as confirmed with instructor.
- ❖ Have guest list available for instructor.
- ❖ Turn off music, TV or any other potential distractions.
- ❖ Greet guests as they arrive.
- ❖ Have check ready for instructor with balance due.

The above is just a sample of a countdown list you would provide to your client.
Keep this to one page - this is meant to help the client stay focused and do their part.
Instead of "two weeks, one week" consider inserting actual dates for tasks to be done by.