



Class Planner

SUBMITTED BY:

DATE:

CLASS NAME:

LEARNING OBJECTIVES / MAIN CONCEPTS TO COVER:

MAJOR TOOLS & RESOURCES REQUIRED:

CONSUMABLES / SUPPLIES REQUIRED:

REMEMBER TOOLS, COMPUTERS, SOFTWARE, ROOMS, PROJECTOR, TV, etc...

EST COST OF CONSUMABLES / SUPPLIES:

\$ PER STUDENT

OR

\$ PER SESSION

EST. TIME COMMITMENTS:

(TIME INSTRUCTOR WILL BE PAID FOR)

CLASS SETUP: hours

INSTRUCTION: hours

TEARDOWN: hours

TOTAL: hours

PREFERRED CLASS FORMAT:

(ONE CLASS OR MULTIPLE SESSIONS SPREAD OUT OVER TIME?)

SINGLE SESSION

MULTIPLE SESSIONS

IDEAL CLASS SIZE:

(# students)

MAX CLASS SIZE:

(# students)