CLASS PREPARATION TIMELINE

THREE MONTHS BEFORE

1

Recruit a host site and discuss expectations and responsibilities of each party, including participant recruitment, marketing, set-up, supplies, and facilities.

TWO WEEKS BEFORE

2

Select recipes for the class and make a grocery list.
Complete instructor's script, checklist, and agenda.
Locate a few reinforcement handouts to use with the class.

ONE WEEK BEFORE

3

Prepare and copy class packets. Be sure to include a cover sheet, agenda, relevant handouts, and copies of the recipes that will be prepared during class.

DAY OF

4

Load supplies.
Purchase groceries.
Travel to site and unload groceries.
Set up and conduct class.
Clean and repack supplies.
Make notes for next class.

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