A Checklist for planning a new Beginners’ Course

**Nicky Bainbridge, October 2023**

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| Planning  * Get club committee/members on board * Start date, length, frequency, day of week, time of day * Venue * Fee (one course fee or per lesson?), (First lesson free as taster?) * Marketing Campaign * Administration of enquiries   + Qualifying (Previous Experience)   + Checking where heard of course * Class size, minimum viable/waitlisting * End of Course - What will the follow-on offer be? * Will club membership be offered at the end of course? Membership of the EBU?  Budgeting  * Advertising/Marketing * Venue * Teacher/Helpers * New Furniture/Equipment  Marketing  * Define the offer:   + Dates/Times/Venue/Costs   + Required Knowledge   + How to enquire/Sign Up * Posters * Members * Paid social media * Unpaid social media * Radio, magazines, registers | Venue  * Room size (2 metre square for each table – teacher helpers need to move between) * Room accessibility * Security/Locking arrangements * Catering facilities * Lighting * Ventilation/Heating * Toilets – accessibility * Parking * Table/Chair/Presentation Facilities * Table Cloths; Table Number Labels; Bidding Boxes * Scoring System/Stationary * Storage of furniture/equipment between classes * Ease of bringing/using/taking away other furniture/equipment  Refreshments  * Hot drinks * Cold drinks * Biscuits  Teaching  * Experienced teacher * Helper per table * Curriculum (Bridge For Pleasure/BFA/Other) * Lesson plans * Notes * Quizzes * Presentation materials/Hand Out/Follow Up Emails * Pre-dealt boards (one set per table) * ? No Fear Bridge Trial; Homework Alongside lessons? |