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?
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