

## **Class Flyer Information Checklist**

Instructors please include the following information on your flyers. If you have any questions, please contact Renee Rondon.

Instructor Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Class title: \_\_\_\_\_

Class description: \_\_\_\_\_

Class date(s) and time(s): \_\_\_\_\_

Level of experience: \_\_\_\_\_

Min # of students: \_\_\_\_\_ Max # of students: \_\_\_\_\_

Adult class: Y\_\_\_\_\_ N\_\_\_\_\_ Youth class Y\_\_\_\_\_ N\_\_\_\_\_ (list age range)\_\_\_\_\_

Class fee (member)\_\_\_\_\_ Class fee (non-member)\_\_\_\_\_

Materials provided: Y\_\_\_\_\_ N\_\_\_\_\_

Required supplies: (include a detailed list of materials and supplies that are required for the class)

### **To reserve your place in this class:**

Call the instructor to sign up. Payment will be made to the instructor. All classes must be prepaid unless otherwise noted below.

Other payment instructions:

Cancellation policy:

Include this statement on your flyer: Have questions? Please contact the instructor.