FolarraStudio

Art Class Business Planner

teach · create · inspire

PRINTABLE · CLIENTS, JOBS & MONEY

This Planner Belongs To

for art teachers running their own classes

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Student Registration and Client list pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Fill in a client profile for each new client and log every job on the day.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My business word for this year

Why I love this work

Contents

tap a title in the digital planner to jump to it

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Student Registration

details for every new client

CLIENT _____ PHONE _____

ADDRESS _____ EMAIL _____

DATE _____ REFERRED BY _____

Age / level

Interests

Health & allergy notes

Emergency contact

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Student Profiles

the details that matter

STUDENT _____

AGE _____

PARENT & PHONE _____

CLASS _____

LEVEL _____

PAID TERM _____

NOTES _____

STUDENT _____

AGE _____

PARENT & PHONE _____

CLASS _____

LEVEL _____

PAID TERM _____

NOTES _____

STUDENT _____

AGE _____

PARENT & PHONE _____

CLASS _____

LEVEL _____

PAID TERM _____

NOTES _____

STUDENT _____

AGE _____

PARENT & PHONE _____

CLASS _____

LEVEL _____

PAID TERM _____

NOTES _____

Class Log

every job, recorded

DATE	CLASS	PROJECT	STUDENTS	INCOME

Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Kids weekly class			
Adult workshop			
Private lesson			
Holiday camp day			
Party session			

Weekly Schedule

the week at a glance

WEEK OF _____ NOTES _____

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							

Lesson Plan

one class per page

CLASS _____ DATE _____

PROJECT _____ MEDIUM _____

Steps

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Materials

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Demo notes

Clean-up

Attendance

tick each class

CLASS _____ TERM _____

NAME	1	2	3	4	5	6	7	8	9	10	11	12

Art Supply Inventory

what is in stock

ITEM	BRAND / SIZE	QTY	REORDER
			☐
			☐
			☐
			☐
			☐
			☐
			☐
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			☐
			☐
			☐

Student Artwork Portfolio

each piece made in class

STUDENT	ARTWORK	MEDIUM	DATE	SHOWN
				☐
				☐
				☐
				☐
				☐
				☐
				☐
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				☐
				☐

Class Project Plans

project per session

SESSION	PROJECT	SKILL TAUGHT	SUPPLIES

Studio Setup Checklist

before each class

Tables

- [ ] Covered
- [ ] Supplies out
- [ ] Water cups
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

After

- [ ] Brushes washed
- [ ] Work drying
- [ ] Tables wiped
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Safety

- [ ] Aprons
- [ ] Ventilation
- [ ] Sharp tools counted
- [ ]
- [ ]
- [ ]
- [ ]
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- [ ]
- [ ]
- [ ]
- [ ]
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Invoice Tracker

get paid on time

INVOICE NO.	CLIENT	DATE	AMOUNT	DUE	PAID
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
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					☐
					☐

Income & Expenses

money in, money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	CATEGORY	IN	OUT

TOTALS _____

Yearly Overview

the business at a glance

YEAR _____ GOAL _____

MONTH	JOBS	INCOME	EXPENSES	PROFIT	NEW CLIENTS
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total					

Notes



FolarraStudio

Thank you!

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