FolarraStudio

Craft Class Instructor Planner

teach · make · share

PRINTABLE · CLASSES, BOOKINGS & KITS

This Planner Belongs To

for craft workshop teachers

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 Class plan and Bookings 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.
- Plan each class with a supply list per student, then take bookings and prepare kits.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My teaching word

Why I love teaching crafts

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Class Plan

one class per page

CLASS _____ DATE _____

STUDENTS _____ LENGTH _____

Project / menu

Supplies per student

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Steps & timing

Clean up

Class Bookings

who is coming

CLASS _____ DATE _____

NAME	PHONE / EMAIL	PAID	ALLERGIES / NOTES
		☐	
		☐	
		☐	
		☐	
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Class Calendar

classes by month

January

February

March

April

May

June

July

August

September

October

November

December

Class Supplies

what is in stock

ITEM	BRAND / SIZE	QTY	REORDER
			☐
			☐
			☐
			☐
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			☐

Kit Prep

per class

CLASS	KITS NEEDED	MADE	COST PER KIT
		☐	
		☐	
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		☐	
		☐	
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Student Feedback

improve each class



DATE	CLASS	FEEDBACK

Income & Expenses

money in, money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	CATEGORY	IN	OUT

TOTALS _____

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this planner makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

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- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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