

<u>Class/Course setup checklist</u>	(Vendors & coaches, please complete yellow items)
School? Course Name?	
Vendor Business Name for PO#	
Are you a previous Vendor?	Y N
Course description: send tag photos to use	
Cost	
No. of classes	
Dates	
Times	
Room/area needed	
Drop off/pickup area	
Attire/equipment needed (cleats, jacket, water bottle)	
Food/snack provided?	
Coach/instructor contact, ph & email	
Coach biography to add? Submit to ehardt@qcusd.org or type here	
Trophies/awards	
Online registr. open date & TIME	
Online registration end date & TIME	normally noon day b/4 start-advise if different:
Min/Max requested	
Do you want a waitlist if over maximum?	
Grade limits	
Both genders ok?	
Make up day if needed?	
W-9 form & Insurance - please attach ID and IVP FingerprintCards for all staff - please attach	
CPR/First Aid certs - please attach	
Submit flier to Ellie Hardt, ehardt@qcusd.org for approval	flier must include school district and Comm. Ed. Logos - call if needed

OFFICE ONLY:	
Course catalog number	
Purchase order done if needed	REQU:# _____ by _____, PO # _____
Budget code to use	
Epar or 301 done?	
Flyer approved for distrib. on _____ (must have Eleyo setup 1st!)	
Room/area-request to facility rentals	
Front desk people added as instrucs.	
Coach/instructor access to Eleyo?	
Set up completed online & opened	
QCUSD online request sent	
Facebook/Twitter/Youtube/Pinterest?	