

Group Fitness Class with no Instructor

“The Way it Works”

Date: July 5, 2011

To: Executive Staff, Management Staff, Sales- East, South, Valley and Eagle River

From: Marketing

If an instructor does not show for a Group Fitness Class:

1. Greet the class.
2. Advise we will check in on the arrival status.
3. Contact Becky Davis at 244-4202 or Janet Warner at 529-4522.
4. If contact is made, follow up per Becky or Janet's directions.
5. If no contact is made, capture member names and phone numbers on the attached tracking sheet.
Route participant information sheet to Becky Davis at East for follow up.

Group Fitness Participant List

NOTE: Tracking sheets should be sent to Becky Davis at East for follow up.

Location: _____
Date: _____
Class: _____



NAME	PHONE	EMAIL