

Use this checklist or modify as needed to record essential information.

Also available on the AEA website www.aeawave.com

Successful Sub Planning Checklist

Name of Facility: _____ Telephone Number: _____

Address: _____

Subbing for: _____ Instructor Phone number: _____

Email: _____

Reason: _____

Date: _____ Time: _____ Length: _____

Format Type: _____

Format Time Allocations: _____

Cardio: _____ Strength & Endurance: _____ Flexibility: _____ Other: _____

Planning & Preparation

Comments/Remarks/Notes: _____

Student Details: _____

Environment: _____

Equipment Availability: _____

Deliver a Great Class!

Warm Welcome (Introduction & Announcements): _____

Class Plan: _____

Objectives: _____

Equipment Usage Plan: _____

Farewell Remarks: _____

Administrative Requirements, Procedures, Notes: _____

Secrets for Successful Subbing

Smile! Let your enjoyment of teaching show and be positive.

Understand there is some risk with any new challenge. Learn from the experience.

Be prepared for the adventure. Be yourself. Be flexible and willing to adjust plan.