



**cordovan**  
**ART**school

# Manager Daily Checklist - 1

CLASS Season

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Updated: April 2026

## When You Arrive

- Turn on approved music playlist
- Put A-frame sign outside (if applicable)
- Jackrabbit: Add registration & supply fees for new students; process payments
- Log into GHIL and track new student registration progress
- Review previous day notes
- Listen to voicemails
- Respond to emails
- Ensure the studio is clean and tidy. (check bathroom paper towels & TP)
- PYOP studios:
  - Reconcile previous day credit card totals
  - Place PYOP placemats on lobby tables

## During the Day

- Collect name and contact information from any new walk-ins so you can follow-up
- Build long-term relationships with students, parents, teachers, and the community.
- Respond to free trial requests immediately.
- Answer calls before 3<sup>rd</sup> ring. Call back any missed calls within 30 min.
- Check email frequently. Respond within 30 minutes.
- Support teachers: Take time to chat and look for ways to make their day better.
- Notify teachers of free trial students
- Work on marketing/ community outreach
- Post on Social Media
- Look ahead! Post new programming in JR. Schedule teachers for parties, camps, etc.
- PYOP Studios:
  - Load/unload kiln

## Closing

- Check emails, phone calls, process credit card payments
- Log into GHIL and track new student registration progress
- Verify student attendance has been recorded by teachers
- Final walkthrough
- Lock all doors—front and back
- PYOP only: Close out cash drawer

## Studio Care

- Clean bathrooms frequently (paper towels, TP, mirrors, sink)
- Keep manager's desk free from clutter, minimalistic & tidy
- Clean classrooms: (clean desks and chairs, sweep floors, sinks, clean brushes, organize supplies)
- Classroom supplies: clean, restock, & replace as needed
- Clean lobby
- Empty trash
- PYOP Studios: (Clean paint bar, sinks, countertops, dust shelves)

## Weekly

- Complete weekly key data report
- Review website for errors. Make sure JR and Website match
- Archive expired programs and drop-down menus
- Check mailbox

## Monthly

- Review and approve teacher lesson plans in monthly batches
- Update chalkboard with new programming
- Refill watercolor palettes as needed
- Supply inventory
- Place orders for PYOP holidays and camps—**plan 4 months ahead**
- Place orders for art supplies--camps, workshops, parties, etc.—**plan 4 months ahead**
- Deep clean studio
- Update holiday decorations in lobby (as needed)
- Update your mailing list with new customer emails