Hi [host site contact name],

[Personal introduction]

Our Cooking Matters for [class type] class at [location] is coming up, so I wanted to check-in with you to make sure everything will be set to go.

A few reminders:

1. **Class Schedule:** The class is scheduled from **[dates, skip dates, day, time**]. Volunteers will need to be let into the space 30 minutes before the scheduled class time.
2. **Team Training:** Volunteers will arrive for a team training **[date, time, location].** While you will not need to stay for the entire training, we do ask that you or another staff member be available for 15-20 minutes to introduce the volunteers to your organization, the facilities, and share a bit about the participants they will be working with over the next six-weeks. *\*Please bring signed participant waivers to the team training.\**
3. **Supplies:** IFFS will come equipped with all the class materials, cooking equipment, and food for the class. As is written in the partnership agreement, we do ask that you provide the cups, plates, utensils, etc, and necessary cleaning supplies needed for the 6-week course.
4. [Grocery Store Tour details, if applicable]
5. [specific course reminders, if needed]

I also wanted to check in about the anticipated number of participants in the course. As of right now, how many people do you have signed up? Have you been able to collect their signed waivers? We don't need an exact number right now, but having this information a few weeks in advance helps us make sure we have needed materials. Please let me know if you need any electronic copies of any recruitment materials (e.g., enrollment forms, waivers, flyers), or if there is anything else I can do to help with recruitment.

[Specific course issues or details]

We have put together a great team of instructors who are all very excited to teach the class! [Applicable volunteer team details]. We are all looking forward to it.

Please confirm the details above, and feel free to let me know if you have any questions.

Thanks,

[name]