

Checklist for Live Classes

Prior to Class

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| | Sign-In Sheet, Exam and End of Class Survey has been received from MenuTrinfo HQ's |
| | One exam and one survey has been printed for every student attending the class |
| | Exam is secure and carried on site |

Day of Class

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| | Class Sign-In Sheet is visible and students sign-in |
| | Students all have workbooks (if applicable) |
| | Class is administered according to MenuTrinfo Policy and Procedures |
| | Exam is proctored by Master Trainer |
| | All end of class surveys and exam answer sheets have been collected before leaving class room |
| | All exams have been collected back from the students and disposed of properly |

After Class

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| | Exam answer sheets and surveys have been sent back to MenuTrinfo HQ's with tracking information |
| | Verification of receipt of answer sheets has been sent from MenuTrinfo HQ's |
| | Certificates have been received and disseminated accordingly |