

A7 Waitlist Log

Purpose: keep the clients who want a sooner slot in one place, in an agreed order, so a late cancel turns into a phone call.

PRACTICE _____

DATE _____

Rule above the table: a request for a provider's book gets that provider's nod before it's offered, and each provider checks her rows once a week.

CLIENT initials	PROVIDER	SERVICE and series session	NOTICE SHE NEEDS	WHEN SHE CAN COME	ALREADY BOOKED?	WHERE IT CAME FROM

Offer order, agreed with each provider in advance:

THE RULE		
STEP	Larkspur, composite	THE RULE AT THIS PRACTICE
1	Same provider as the open slot	
2	A service that fits the slot's length	
3	Can come on the notice left	
4	Not already booked, ahead of already booked	
5	Longest on the list first	

Offers go out one at a time, by call, or by text only where consent is on file.

A7

Waitlist Log

Continued.

DATE _____

Back page: every late cancel and how it ended.

CAME IN day, time	SLOT provider, service	OFFERED TO, IN ORDER	REFILLED FROM THE LOG / REFILLED ANOTHER WAY / EMPTY

Pruned on (fixed day each month, with a name): _____

Initials only: no full client names on this sheet.