

# Facility Scheduling Health Check

## 10 Questions to Reveal Hidden Gaps in Your Scheduling Process

### Real-Time Visibility

Can staff see facility availability instantly without asking someone?

Yes  No

### Single Source of Truth

Is there one place where all facility bookings are recorded or multiple?

Yes  No

### Conflict Prevention

Does your scheduling system prevent double-bookings automatically?

Yes  No

### Community & External Use

Can outside groups request facility use without manual coordination?

Yes  No

### Structured Request Process

Do staff and outside groups submit requests through a defined process?

Yes  No

### Clear Approval Workflow

Is there a consistent workflow for approving facility requests?

Yes  No

### Automated Communication

Are the right people automatically notified when bookings change?

Yes  No

### Event Setup Coordination

Are event setup needs captured and shared before events?

Yes  No

### Facility Usage Reporting

Can you generate reports showing how facilities are being used?

Yes  No

### Multi-Site Management

Can multiple campuses or facilities be managed in one system?

Yes  No

## Assessment Results

### Your Score

Count your "Yes" answers



### 9-10 — Strong Process

Your process is organized and visible. Small gaps may still exist during busy seasons.

### 6-8 — Operational Friction

Your process works, but manual coordination likely cost staff time weekly.

### 3-5 — Needs Improvement

Schools at this level often spend several hours resolving scheduling conflicts.

### 0-2 — High Risk

Without reliable visibility and workflows, scheduling mistakes can disrupt operations.

### Reality in Most Schools

- Requests come through email, forms, and conversations
- Approvals vary by person or department
- Double-bookings still happen—even with a system
- Staff spend hours coordinating instead of managing

## Take Control of Your Facility Scheduling Process

Reduce back-and-forth, prevent conflicts, and keep every request and approval in one place.

See It in Action



Scan to view