**Initial Evaluation Expectations: For Coaches**

* Email

Initial Response Template

Hi, (insert name)!

My name is (insert name) and I will be your coach for the next 8-weeks. I am super excited to begin working with you and helping you achieve your goals!

(Feel free to give a more detailed introduction.)

I will be with you every step of the way and my goal is to help you be as successful as I know you can and will be.

I have attached your individualized macros as well as your initial game plan that corresponds with the macros.

Please make sure to bookmark the challenge website so that you can refer back to it as needed. If you need help getting access to the challenge website, please email (Insert Director/Admin name and contact details – phone and email)

I highly encourage you to be active on our challenge Facebook page. Any time you have questions, feel free to post them there as this is the fastest way to get your questions answered by the coaches and veterans of the program.

(if they have specific questions or concerns answer them.)

I truly look forward to helping you along this journey. Please feel free to reach out to me whenever you have questions.

Dedicated to YOUR success!

Name

**Make sure to attach macros and weeks 1 and 2 game plan.**

**If diabetic or nursing, please see "diabetic and nursing guidelines."**

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* Coach Catalyst

Please refer to the coach catalyst guide for detailed instructions.