

Business Operations Plan: VIDA Lagree

Business Overview

Name: VIDA Lagree fitness studio

Location: 547 s. California ave. West Covina CA. 91790

Studio Capacity: 13 Megaformer machines

Business Model: Membership-based boutique fitness studio offering instructor-led 45-minute group Megaformer Pilates classes.

Booking Policy: No walk-ins; all classes are pre-booked and prepaid via app or website.



Hours of Operation

Monday–Sunday: 5:00 AM – 8:00 PM

Last class begins at 7:15 AM, ending by 8:00 PM



Class Schedule

Class Duration: 45 minutes

Turnover Time: 15 minutes between sessions for cleaning and reset

Daily Classes (Example):

- First Class: 5:15 AM
- Last Class: 7:15 PM
- Total Classes per Day (max): 15 sessions



Staffing Plan

Instructors:

- Required per class: 1 certified Megaformer instructor
- Shifts:
 - * Morning (5:00 AM – 11:00 AM)
 - * Midday (11:00 AM – 3:00 PM)
 - * Evening (3:00 PM – 8:00 PM)
- Total Instructors Needed:
 - * 4–6 part-time or 2–3 full-time instructors per day
 - * Minimum of 7–9 certified instructors to rotate weekly and provide coverage

Front Desk/Admin (Optional):

- Support Hours: 6:00 AM – 7:00 PM
- Tasks: Check-ins, customer service, retail sales, and studio maintenance oversight

Cleaning Crew:

- Daily Cleaning: Sanitization after each class (instructor responsibility)
- Deep Cleaning: After hours (8:00 PM–10:00 PM) by contracted cleaner

Technology & Booking

Booking Platform: Mindbody, Vagaro, or proprietary app

Class Booking Window: Up to 14 days in advance

Cancellation Policy: 12-hour cancellation notice to avoid penalty

Waitlist System: Available if classes are full; automatic promotion to class if space opens

Membership Structure

All memberships include unlimited booking via app, with fees automatically drafted monthly.

Classes can be purchased as packages of 4, 8, 12 or 20 that don't expire.

Memberships require a 3 month commitment, renewed every month.

Drop-ins not available.

Sanitation & Safety Protocol

- No shoes on equipment
- Grip socks required (available for purchase)
- Machines sanitized by instructors between sessions
- Deep cleaning of equipment daily
- Emergency protocol and AED on site

Retail & Additional Revenue

- Retail Merchandise: Branded grip socks, water bottles, towels, apparel
- Workshops: Monthly form clinics or themed workouts (extra charge)

Policies

- Late Arrival: More than 5 minutes late = no admittance
- No Shows: Charged fee or class forfeited
- Refunds: None for late cancellations or missed classes
- Membership Hold: Allowed 1x per year for up to 1 month (written request)