

How to Chair a Workshop

By Marge Fox

(Updated as needed)

1. **Dates.** Find out when the teacher can come and try to get SSQ, CWQG, Front Range Contemporary Quilt Guild or another guild to share her either for a workshop or program. Both groups will save on expenses.

2. **Expenses.** Find out the teacher's fee and the number of students she will take in the class. Many will price their workday on 15 or 20 but will take more students for extra money. Get as many seats in the class as she will take.

- **Workshop Room Reservations:** Find out from your teacher what she will need. Some will require a certain number of inches of table per student; others will require that water be available, etc. Whitman School is excellent but not cheap, phone 242-0971. Churches are great but not available on Sundays. First Presbyterian, phone 242-1923 has a good room. There is a free room at the Mall but it is small. Jane Aldoretta's studio may be appropriate for some groups. The Goodwill Room will no longer allow any workshops. Midlands Village is a new option, phone 434-8193.
- **Accommodations:** Ask your teacher if they are will to stay in the home of a member. Most of them who will do this require a private bedroom and bath. As of this writing AQuA will reimburse \$25 for the first day, \$15 for each additional day to the member hosting the teacher. If the teacher is not willing to do that, you will need to find a convenient and moderately priced hotel/motel which will meet their needs.
- **Food:** Budget some money for meals. Get some members to take the teacher out for dinners, reimbursing the member for the teacher's but not the member's meals. Breakfast and lunch expenses must also be included. Occasionally a teacher will quote a per diem amount.
- **Transportation:** find out how the teacher will get here. If they are driving they will most likely require a mileage reimbursement. Other transportation (air, bus, etc.) will also have to be figured in to the estimation.

3. **Determine pricing for workshop.** Add up all of the expenses and divide by the number of seats in the workshop. If AQuA is subsidizing the workshop, subtract that amount before determining the

price per seat. ***As of December 2008, AQuA will generally contribute \$600 to expenses for a workshop. Set another price for non AQuA members, should all seats not sell. Non members would pay the full price before the AQuA subsidy, and subsidy should not be less than the amount of yearly dues. Call me if I can help you walk through any pricing dilemma.

4. **Confirm the booking** with the teacher once you know all the pricing. A contract is sometimes asked for by a teacher but a well written e-mail that the teacher responds to is just as good for being clear on what is expected.

5. **Start the signups.** Set the date to start selling seats. Make the seats non-refundable but take wait-listed names in case someone has to cancel at the last minute. Please consult with the Steering Committee about refundable/non-refundable status. While we say seats are non-refundable, under extreme situations we would refund.

6. **Supply lists.** Find out what is needed for the class. Sometimes the teacher's will charge a kit fee and provide more of the materials needed. Other times there may be required items that are not available in town and have to be preordered. Get that information as soon as possible. Arrange for irons and boards, plastic table protection, or anything else required for the class. Include the teacher's supply list on the signup document in order to do it all on one piece of paper.

7. **Publicize the event well in advance.** If AQuA members do not fill all the seats, the other guilds (sharing transportation costs) should get first shot before someone from outside. It is good to have a deadline for AQuA signups that allows you plenty of time to go to the other guilds or sell seats through outside contacts. Marge Fox has lists of shops and guilds you can use to market unsold seats.

8. **Lunch arrangements.** Many teachers like to have lunch brought in, others prefer to go out to a restaurant and still others enjoy a potluck brought in by workshop attendees. Of course, brown bagging it is always an option. Discuss this with the teacher and make a plan for lunches.

9. **Make a chore list** and get others to help with bringing irons, taking teacher to meals, etc. Have all class members responsible for cleaning up their area.

10. **Name tags** are a great idea. Names can simply be written on a piece of paper and pinned on or use sticky labels for this purpose.

11. **Signups and supply lists** by e-mail only work if members are checking their mail. You may decide to use snail mail for signups and for sending out supply lists. However, since all members are aware that AQuA uses only e-mail for disseminating information, snail mail probably is not an option.