

VICE-PRESIDENT, CONTRACTS

CONTRACT YEAR

The year you are responsible for will be September –June of the next calendar year. In other words, if you are elected in June of 2012, your program year will be September 2013-June 2014. Start by setting up a worksheet with all the days listed. Check these dates for conflicts with holidays- secular and religious.

You need to set up programs for all months except November, December, and June. December and June are potluck dinners and November is the Fine Art of Fiber. There is no regular meeting for those months. Workshops generally are scheduled for Friday and Saturday. As of the time of this revision, Friday workshops are harder to fill due to many members working. Because of this schedule two one-day workshops rather than two-day workshops. This may change as our membership changes, so check with the workshop signup person to see how the last couple of years signups have gone to see if there is a change in the trend.

FINDING SPEAKERS

As soon as elected, begin collecting names, addresses, email addresses and websites of people you know of and like on the lecture circuit. Consult the files for information received but not used the previous year, check magazine articles, fliers/websites for major shows and ask for suggestions from Board or membership. Also check the files for previous years' programs so as not to duplicate speakers from recent years. It is a good idea to try to find as wide a variety of styles and techniques as possible, so that the programs will appeal to a large portion of the membership.

In July, contact possible speakers for more information either by email or snail mail. Describe our guild, state our meeting times and what months are still available. Ask which months are possible for the lecturer, but don't try to fit a schedule yet. Once you decide to work on details with the speaker, ask them what type of communication they prefer. At this time, more and more speakers prefer email.

CHOOSING SPEAKERS

When you receive information from a potential speaker, look to see if the programs offered are of interest to you and to the general membership. Estimate the cost of the program, including lecture and workshop fees, airfare or mileage, hotel and meals. Estimate the cost of the workshop expenses (workshop fee, hotel for one night, one day's meals) and divide by 12 (as of 2011-2012, subject to change by the board) to find out what we would have to charge each person attending the workshop. If the cost seems reasonable, bring the information to the board for approval at the September board meeting. Make any additions/corrections necessary and present a final schedule at the October board meeting.

CONTRACTS

Contact the selected speakers and see if you can fit them into the dates available. When all dates are filled in, write the contracts. Send each speaker two copies of the contract and a W-9 form (available on the IRS website- just google W-9 form) and ask that one copy be signed and returned **ALONG WITH** the W-9 form to you by a specified date- usually two weeks. Many speakers today have their own contracts. Review each contract to make sure that it is sensible and that we can honor the speaker's requests. Stress that we must have the information in our files at the same time the contract is signed. If possible, send the contracts out before Thanksgiving. This

should give you the contracts in time for the January board meeting. Ask each speaker to provide four or five images pertaining to the workshop so that you can prepare a PowerPoint presentation of the entire year's programs for the general membership.

BUDGET

After receiving all contracts back from speakers, prepare an estimated budget of the year's program expenses for the board. This should include for each speaker, airfare or mileage (check the current IRS rates), hotel lecture fees, workshop fees, meals, meeting room rent and workshop room rent. This will help prepare the budget for the following year.

From these numbers, calculate what to charge for a workshop. At the time of this revision, we are using 12 as a break-even point. Add one day's hotel expense, meals and the workshop fee; then divide by 12. The result should be the fee to charge. The nonmember fee at this time is an additional \$10. As an aside, currently days rates are running between \$600 and \$700; lectures are about \$300-\$350.

[note, in the 1990-91 version, there was a specific instruction to NOT include the workshop room rental in the calculation, as that was considered a fixed cost in the budget- this is up for discussion]

PROGRAM BROCHURE AND SUPPLY LISTS

When you have determined what our workshop fees will be, prepare a brochure and all materials for the website describing all the programs. Each lecture and workshop should be briefly described, including a brief synopsis of content, skill level and workshop fee and supply fee. A supply list should be received for each workshop and provided to the webmaster, public relations person, Oak Leaf editor and workshop coordinator.

GENERAL MEMBERSHIP PRESENTATION

At the May general meeting, present the coming year's programs by showing the PowerPoint presentation you have made. Make the brochures available at this time and begin accepting registrations for the entire year's workshops. Note that to sign up for workshops at the member's rate, the member needs to renew their membership at the May meeting.

CONTINUING PROMOTION

Continue to heavily promote remaining workshops throughout the year, through the website, newsletter, pr person and any other means available. You have worked hard this year to put together an excellent program for the guild, after this work is done it is in the guild's best interest to do as much as possible to fill these workshops.

Revised by Roberta Levin, 2011-12