

WORKSHOP COORDINATOR

SIGN UPS

As soon as it's available, get a list of next year's programs from the VP Contracts. Make a poster display of classes and dates. Use pictures from the VP Contracts or from the teachers' websites. Bring this to each guild meeting to stir interest and encourage sign ups.

Make a form for registration including registrant information: name, phone, email and address for non-members; workshop dates, titles, and fees for members and non-members. Include your contact information for questions and /or mailing in registrations. Double check the dates.

Send copies of the registration form to newsletter editor and web master.

Coordinate with VP Contracts to get supply lists. Usually you can get this information from the teachers' websites. Finalized copies need to go to web master as soon as available. Keep a couple of copies in your workshop sign up book for those who cannot access them on computer.

Make a form for each workshop with the following information: payment method (cash or check number), amount paid, name, contact info, and date check sent to treasurer.

As sign-ups are received at meetings or by mail enter the info on the appropriate list. Check with the registrant that they can get the supply lists on line, or offer them a printed a list.

Put all checks in an envelope, marked that they are workshop fees and deliver to the treasurer. I usually give them to her at the monthly meeting. Material fees are paid to the teacher – do not collect them.

Registration is opened to non-members in September. You may take their names and phone numbers prior to that and call them if space is available.

At the monthly meeting before the workshop, identify the hostess for the classes and provide each with a list of paid registrants.

CANCELLATION OF WORKSHOPS

It is very important to keep an eye on the number of registrants as IQI will lose money if there are not enough people signed up. It is written into each contract that we can cancel up to one month prior if workshops are not full. Be sure you let the Board know the number of signups for each class each month.

Revised by Chris Deering, 2011-2012