

WORKSHOP HOSTING

The Workshop Coordinator will hostess workshops or delegate those duties to others. A list of workshop hosting volunteers is provided by the Membership Chairman. The duties include pick up and drop off of the speaker on workshop days. It is a good idea for the hostess to introduce herself to the speaker at the monthly IQI meeting. The hostess should make arrangements to get the speaker (from the hotel where she is staying) to Gloria Dei at 1133 Pfingsten Road, Northbrook, by 8:15 to 8:30 am on Friday or Saturday mornings. The hostess will also pick up the class list at the end of the meeting from the workshop sign-up coordinator.

The hostess and teacher should arrive at the workshop site around 8:30. On a Friday ask whether the room will be used that evening or whether irons and boards can be left out overnight for Saturday class. Set up hot water urn in kitchen along with items from our bin in the locked cabinet: coffee, tea bags, powdered creamer, sweetener, etc. The hostess should also help the teacher arrange tables for supplies, etc., and make sure there are sufficient tables and chairs for the workshop attendees. If needed, put out ironing boards and extension cords from the storage area and our supply cabinet. Greet students as they come in and check off names on the class list. Ask students to wear nametags.

During the workshop, the hostess should help distribute materials and assist the teacher in any way that he/she can. Hostess should help the attendees with pressing, un-sewing or whatever is appropriate so they enjoy their class experience. Hostess should buy the teacher's lunch at a nearby restaurant or deli. Get a receipt to be reimbursed for the teacher's lunch cost.

Fifteen minutes before the end of class give a "five minute warning" about finishing with the irons. Turn off, unplug and empty the irons to give them time to cool. Also unplug the hot water urn. At the end of the workshop remind students to clean their work areas and to reclaim any personal items from the refrigerator. Put supplies away. Return irons to the storage cabinet. Clean up kitchen and make sure work room is clean and tidy. Room should be vacated by 4:00 pm.

Return the teacher to the hotel or airport or see that s/he meets the cab or other ride. Send a reimbursement request to the treasurer along with the receipt to be reimbursed for the teacher's lunch.

Revised by Mary Meyers, 2011-2012