



Workshop Planning Guidelines

- I. Start planning early.
- II. Keep records of discussion, phone calls made, and emails sent.
- III. Find the workshop Presenter.
 - A. Ask the Guild members for suggestions for Presenters.
 - B. Search online for Presenters.
 - C. Find Presenters in conference information.
 - D. ANWG has a Presenter list on their website.
 - E. Obtain educational information from prospective Presenters.
 - F. Discuss prospective Presenters with the Board.
 - G. Share workshop listings from potential Presenters with the Guild membership and ask them to choose their preferred workshops.
- IV. Determine if the Presenter has any special requests for equipment, space, etc.
- V. Determine who is responsible for the handouts for the workshop and whether this is included in the costs from the Presenter.
- VI. Determine if the Presenter charges a materials fee.
- VII. Find a place or venue to hold the workshop.
 - A. Ask about cost per day.
 - B. Determine what equipment is available there; including tables, chairs, AV equipment, etc.
- VIII. Determine the cost of the workshop according to the expected expenses; including daily Presenter fees, travel for the Presenter, venue fees or rental, notebooks, handouts, drinks provided, or other miscellaneous. Use the Workshop Budget Worksheet (page 3).
- IX. Have the Presenter sign a contract for their educational services, which outlines both Guild and Presenter responsibilities. See pages 5 & 6 for a sample contract, if the Presenter does not provide one of their choosing.
- X. Find a place for the Presenter to stay and whether they have any special food or other needs. Communicate these needs to the Presenter's host.
- XI. Plan for the meal arrangements.
 - A. Plan for anything the Guild will furnish during the workshop, such as bottled water, tea, coffee, etc., or whatever other amenities are desired.

- B. Ask participants to volunteer to provide lunches for the Presenter and the person providing lodging during the workshop.
 - C. Coordinate taking the Presenter out to dinner one of the workshop evenings. Include workshop participants, as this provides an informal setting for interaction with the Presenter.
- XII. Create a flier and sign up sheet to advertise the workshop. Send this flier to the Newsletter Editor.
 - XIII. Collect the fees for the workshop.
 - XIV. Communicate the Guild Policies about workshop fees and registration to the participants.
 - XV. Keep track of participants and what equipment they may be using for the workshop.
 - XVI. Give the participants pre-workshop instructions or drafts from the Presenter, if any.
 - XVII. Prepare notebooks to hold samples, depending on the handout plans of the Presenter.
 - XVIII. Arrange for help with set-up.
 - XIX. Arrange for a designated and responsible Guild member be present at the venue during the workshop.
 - XX. Be aware that the Guild has Liability Insurance.
 - XXI. Coordinate with the Treasurer to ensure the Presenter is paid.
 - XXII. Plan for clean-up of the venue at the end of the workshop. Usually all pitch in to assist.
 - XXIII. Keep a budget of the workshop fees and expenditures and make a report to the board after the workshop. (See page 4.)

Workshop Pricing Worksheet Figuring the Cost of a Workshop

Workshop Presenter fee		\$ _____
If the fee is quoted by the day, then make this line the total of all the days for the whole workshop.		
TOTAL Travel Expense		\$ _____
Air Fare	\$ _____	
Baggage Charge	\$ _____	
Airport parking	\$ _____	
Taxi or shuttle	\$ _____	
OR Mileage for driving	\$ _____	
TOTAL meals		\$ _____
Meals in route to and from Boise	\$ _____	
Meals while in Boise.....	\$ _____	
Rent for the workshop room		\$ _____
Miscellanies		\$ _____
Total of Above		\$ _____
Divide by the proposed number for break even		_____
This figure is the approximate workshop fee		\$ _____
Add any materials fee per person		\$ _____
This is the approx. total for workshop and materials		\$ _____

This worksheet is a starting point. There may be other costs and expenses specifically outlined in the contract and there may be other minor expenses that come up during the workshop (miscellaneous). Naturally, the better the planning and organization, the fewer surprises there will be!

Workshop Budget Worksheet

Name of Workshop:

Dates of Workshop:

Workshop Presenter:

Address:

Phone:

Expenses:

Notes

Presenter's Fees	\$ _____	_____
Presenter's Travel Expenses	\$ _____	_____
Airfare	\$ _____	_____
Parking	\$ _____	_____
Mailing	\$ _____	_____
Other	\$ _____	_____
Materials Fees	\$ _____	_____
Rent for Venue	\$ _____	_____
Rent for Equipment	\$ _____	_____
Lunches, Dinners, Drinks	\$ _____	_____
Miscellaneous	\$ _____	_____
Total Expenses:	\$ _____	_____

Income:

Fees per Participant	\$ _____	_____
Number of participants	_____	_____
Other	\$ _____	_____
Total Income:	\$ _____	_____

Balance Total: \$ _____

Presenter Agreement

This Presenter Agreement is entered into by and between _____ (Presenter) and the Handweavers Guild of Boise Valley, for the purpose of presenting programs and workshops sponsored by the Guild. The parties agree as follows:

I. Presenter agrees to conduct the following program and workshop:

- A. Program: _____, the program will be presented to members and guests of Guild and take place on _____ (date) and will be approximately _____ hours in length.
- B. Workshop: _____, a _____ day workshop to take place on _____ (date) for a total of approximately _____ hours. Workshop will be limited to _____ participants. A materials fee of \$_____ per participant is payable to the Presenter at the workshop.

II. Presenter agrees to supply the following:

- A. A written synopsis of the program or workshop to be presented.
- B. Biographical information relative to the Presenter's background in fiber arts.
- C. Pre-workshop instructions and supplies needed, sent prior to the workshop.
- D. Workshop handouts, described as

_____.

III. Guild agrees to supply the following:

- A. Facility suitable for the presentation.
- B. Tables, chairs, sound or visual aid equipment requested by the Presenter, as follows:

_____ If requested equipment is unavailable, the Presenter will be notified immediately.

- C. Room and board, including one night before and one night after presentation, if necessary; with special request by the Presenter, as follows:

D. Transportation to and from Presenter's home to the meeting or workshop site and daily transportation to and from the place of lodging to the meeting or workshop site.

E. UPS or USPS delivery of excess supplies, if necessary.

IV. In consideration of the above referenced presentation(s), the Guild agrees to pay the Presenter:

A. The fee of \$ _____ for the program.

B. The fee of \$ _____ for the workshop; \$ _____ per day.

C. Round trip airfare and airport transportation.

V. Cancellation:

A. The Presenter agrees to cancel only for emergency reasons (weather, illness, extreme hardship), to give Guild as much advance notice as possible, and to expect no compensation.

B. In the event of insufficient workshop enrollment, Guild reserves the right to cancel the workshop no less than 30 days before the first day of the scheduled workshop, with no compensation to the Presenter. If Guild must cancel for emergency reasons within 30 days, Guild is responsible for any transportation expenses already incurred by Presenter, but not for the Presenter's fees.

We agree to all conditions as stated in this Agreement.

Presenter

Guild Representative

Date

Date