



Winnipeg Embroiderers' Guild (WEG) **WORKSHOP PROCEDURES**

Approved: July 9, 2020
Updated: March 20, 2023

PLANNING

Duties are divided up amongst the Workshops Committee members:

- Paperwork
- Collecting payments at the meetings for workshops and programs and, if needed, giving out receipts
- Workshop liaison

The Workshops Committee's plans will include:

Generating ideas:

- researching and developing ideas, including canvassing members for input as necessary
- seeking expressions of interest from members to confirm sufficient registration

Engaging a qualified instructor:

- negotiating a contract including a teaching fee and a separate supplies/kit fee (see *3 Teaching Contract*)
- if the instructor is from out of town, arranging for the instructor's transportation, accommodation, and meals

Preparing for the workshop:

- preparing registration sheets and arranging for workshop registration
- collecting teaching and supplies/kit fees prior to the workshop
- booking a suitable venue with appropriate lighting, tables, chairs and options for refreshments

Communication:

- e-mailing the instructor as needed
- providing the instructor with the number of registrants and a class list in a timely fashion such that the instructor can arrange pre-work and/or supplies/kits
- e-mailing information and updates on the workshop to all participants in a timely manner
- e-mailing a final reminder to all participants no later than one week prior to the commencement of the workshop
- appointing a WEG member to act as *class angel* for the workshop (see *Class Angel*, below)
- arranging for any teaching aids required by the instructor

COSTS

The Workshops Committee will present a yearly budget for approval by the WEG Executive.

Workshop fees will be based on the following:

- teaching fee negotiated with the instructor;
- all anticipated expenses as predicted by the instructor (ex. air fare, meals, mailing or courier costs, taxis, meals, supplies/kits, etc.);
- expenses incurred by WEG such as cost of venue, printing, refreshments, supplies, etc.

Once all fees and anticipated expenses have been calculated and the cap of the workshop has been determined, a fee for the workshop can be established.

MANAGING FINANCES

- arranging payment of teaching fees and reimbursing the instructor for out-of-pocket expenses including supplies/kit fees as per the contract
- If an instructor desires, and budget permitting, the Workshops Committee may arrange a restaurant supper for the instructor and students as part of the workshop:
 - The Workshop Chair will canvas the registrants and establish a list of those attending; the list will be provided to the class angel prior to the start of the workshop.
 - WEG will pay for the instructor's meal and one beverage (alcoholic or non-alcoholic); students are expected to pay for their own meals and beverages.
- preparing a final financial accounting of the Workshop detailing all expenses for the Executive

INSTRUCTORS

As part of the planning process, the instructor is asked to provide the Workshop Chair with a reasonable estimate of expenses such as air fare, supplies/kit fees, mailing or courier costs, etc.

Following the conclusion of the workshop, the instructor will provide a list of all expenses – including receipts – to the Workshop Chair. The invoice will be paid prior to the instructor leaving.

Instructors are asked to provide promotional materials such as a description of the project and photo(s) for advertising purposes.

Should the instructor wish to teach without written instructions, this must be negotiated with the Workshop Chair.

The provision of supplies and/or kits for students, and any associated cost, is to be discussed with the Workshop Chair.

At the workshop, it is expected that the Instructor will introduce the course material, provide the students with instruction on the technique, demonstrate as appropriate, and interact with students as a group and individually in order to convey the best information on the material being taught.

CLASS ANGEL

The Workshop Committee will appoint a volunteer "class angel" for each Workshop. This may be someone from the Workshops Committee or one of the participants registered for the workshop. It is the responsibility of the class angel to:

- liaise with the Workshop Coordinator with regards to transportation for an out-of-town instructor (the chauffeur need not be the class angel);
- arrive at the workshop venue early to organize room set-up;
- assist the instructor generally and with organizing any teaching aids;
- introduce the instructor;

- ensure that there is a lunch break and a morning and/or afternoon coffee break, details of which will be worked out in consultation with the instructor and students;
- at the conclusion of the workshop, thank the instructor and present the fee envelope;
- before leaving, to ensure that the venue is returned to its original configuration and any necessary cleaning is completed.

With two-day workshops, it has become WEG tradition to organize a restaurant supper at the conclusion of the first day of instruction. At the discretion of the Workshop Committee, this will be organized as part of the planning process (see *Managing Finances*, above).

The Workshops Chair will provide the class angel with a list of those signed up to go for supper. After the first day of instruction, the class angel will try to ensure that those participating in the supper meet at the restaurant at the appointed time.

The class angel will pay for the instructor's meal. Upon presentation of the receipt to the WEG Treasurer, the class angel will be reimbursed. Note: the class angel must notify the Workshops Chair of the amount so that it can be added to the Workshop's final accounting.

STUDENTS

Workshop participants are required to be members in good standing of WEG (but see *Workshop Policy* relating to Non-WEG and "Ghost" Participation).

Students are expected to pay all workshop fees, including supplies/kit fees by the established deadline prior to the start of the workshop. Payment of fees will be receipted.

A class list will be established based on those who have paid for the workshop.

If unable to attend, a student is expected to advise the class angel or the Workshops Chair prior to the workshop (see *Workshop Policy*, Students).

- People from the waiting list will be the first ones notified if places in the workshop become available due to cancellations.
- If there is no waiting list, members are free to sell their place in the workshop to any interested party, EAC member or not.

ASSOCIATED DOCUMENTS

- 1 *Workshop Policy*
- 3 *Teaching Contract*
- 4 *Fee Schedule*
- 5 *Workshop Certificate*
- 6 *Workshop Certificate Tracking Sheet*