

**Ancillary Document 2.1.6.2.3**  
**GUIDELINES FOR CHAPTER WORKSHOPS**

**Limited Member Workshops.** A "limited member" workshop is one which is usually held at some time other than during a regularly scheduled meeting. The number of participants is limited by the teacher who is conducting the class or workshop. It is handled on a first come, first served basis with payment being required to hold a slot.

**Chapter Responsibilities**

- Chapter Program Chair determines the embroidery medium, level of difficulty, teachers and length of workshop based on input from chapter members (by questionnaire or verbal response).
- Contact teachers well in advance of the time you want to schedule a workshop, as teachers plan their schedules months to years in advance.
- Request that prospective teachers provide their portfolios of teaching pieces, resumes, fees, and references from 3 chapters where they have taught in the previous 18 months. Chapters should not regard this request for information as binding.
- Once contact has been established, determine the cost of the teacher. Can your chapter afford the teacher? Fee + travel + rent + hospitality divided by number of students in the class will determine the cost per student.
- Check out the teacher's references discreetly. The region reference file may also be checked.
- Once a final decision has been made, contractual dealings are in order. It is best that one person handle contracts. All arrangements for teacher and chapter should be covered in the contract. Log onto the EGA website; go to Members Only/Document Downloads/Teacher Contracts/Chapter to download the appropriate contract.
- Both parties must sign the contract and both parties must keep a copy.
- Advertise the workshop to members long before it is scheduled. Use a photograph of proposed piece to advertise. Announce the workshop at regular meetings and advertise in your chapter newsletter with a coupon for enrolling. (Remember to have a cutoff date for members). Once this date has arrived, advertise the workshop to neighboring chapters if it has not been filled. Advertise not only the proficiency level, but also the stitches and techniques required for a student to meet with success in the workshop.
- Most teachers are not shop owners. They order materials on the basis of contracted workshops, therefore, color choices (if offered) and the number of kits needed, should be handled in a timely manner as per the contract.
- Once students enroll in a workshop (payment is made) they should receive the following:
  - A list of "Good Manners for Workshops" (see Ancillary Document 2.1.6.2.3.1, Good Manners for Workshops).
  - A list of materials students need to bring to class.
  - A list of supplies furnished in the kit by the teacher.

- Date, time and place where workshop will be held.
- Hospitality and housing should be tailored to the teacher. All items, (i.e. pets, allergies, requests, dislikes, etc.) should be covered in the contract. Also, hotels or motels may be used but they provide additional costs to the chapter.
- Notify teachers well in advance of the address and telephone number of their hostess.
- Provide teachers with maps and directions, if driving.
- Hostess should arrange to meet the teacher at a designated spot, if directions are difficult.
- If necessary, arrange for transportation to and from workshop location.
- You might want to send the teacher local visitor information.
- Be considerate of visiting teachers' needs. A day of teaching is exhausting. Don't plan "extras" without consent from the teacher.
- Frequently chapters hold a "pot luck" dinner before the workshop. This helps the teacher get to know some participants before the workshop. It also alleviates some food preparation for the hostess.
- Have a member provide lunch for the teacher and hostess the day of the workshop.
- Make sure the workshop site has adequate space, tables, outlets, etc.
- Arrange to have necessary materials required by the teacher: blackboard, chalk, projector, etc. Don't forget a pitcher of water for the teacher.
- At the end of the workshop, distribute evaluation forms to the teacher and students; print Ancillary Document 2.1.6.2.3.2, Teacher-Class Evaluation Instructions and Form and Ancillary Document 2.1.6.2.3.3, Teacher's Evaluation of Chapter
- Collect evaluation forms and determine the average evaluation responses from the forms. Keep a copy of these for chapter records.
- Send the evaluation forms to the teacher along with a "thank-you" note.
- Arrange for prompt payment to the teacher at the end of the workshop. Log onto the EGA website; click on Members Only/Document Downloads/Forms/Financial, then download and print the IC Payment Reporting Form and send it to headquarters, keeping a copy for your chapter. (Explain the teacher that Headquarter will send a 1099 after the end of the year.)
- Education is a primary objective of EGA. The above suggestions, though probably not inclusive, are an attempt to facilitate the learning process and leave everyone feeling that they have gained from the experience of participating in a workshop. There are also many resources available at the EGA website.