

How to Coordinate a Guest Presenter Event (without losing your mind)

Locating a Presenter and Initial Contact

- Talk with Club members about who they would like to see
 - Get an idea of the type of project members would like to see demo-ed and whether they feel they would be likely to sign up for a workshop

- Contact the presenter to make an initial inquiry. Talk about these things:
 - Who we are, and where we are located
 - Possible dates
 - Project(s) our club would like presenter to teach
 - The price they would charge (typically so much per day plus travel, supplies)
 - Accommodations are typically provided by Jon Stephenson and his lovely wife, who is a great cook
 - Travel arrangements. Will they drive? Will they fly?

- Send this info via email to the Board
 - Work with Board to develop a budget for the event. This will help in knowing how many people we need to break even and to set the price for students accordingly

- Take this info to club for approval by a discussion during a regular meeting
 - Proposed dates
 - Students' Price of Demo and workshops

- Confirm with presenter via email, texts or phone calls
 - Final date
 - Price we will pay them for each day
 - Travel
 - air travel and pickup arrangements/car rental
 - if presenter is driving, calculate the mileage we pay to presenter based on current IRS mileage rate
 - Any special supplies needed, including wood for presenter and workshop students
 - Accommodations with Jon S.
 - Method of payment (typically, Paul writes a check after last day of workshop).

- ❑ Send presenter's contact and event details to Board and specifically to Jon S for coordination of hosting duties

Advertising and Registrations

- ❑ Write up a small advert and send to secretary for a group email to the club
- ❑ Send an email to AAW (__) for inclusion in an email to MN/WI membership
- ❑ Decide how you prefer to take the registrations: email, phone calls, snail mail, all of the above
- ❑ Make up some sheets to record names/contact info when registrations come in. One sheet per day of workshop. This will make your life simpler if you've got them handy
 - ❑ Pre Registration is required for workshops. Pay at the door is the tradition.
 - ❑ No pre registration is needed for the demo. Pay at the door.
- ❑ Try to give people as much info as possible when they call/email about registration. They will want to know:
 - ❑ Date, time, cost (how to pay). Make sure they know that we accept checks and cash. No Credit/Debit cards.
 - ❑ Location! Some students will be coming from outside the area and do not know where the club is located. Provide the address: H&H Exports. 1205 93rd Ave W. Duluth, MN
 - ❑ What to do about lunch. Tell them to bring a bag lunch and also tell them where the closest store/restaurant is located in case they forget their lunch
 - ❑ Tools they'll need. Other supplies they should bring
 - ❑ Will turning blanks be available? What price? (usually they are free)
 - ❑ Newer turners may not have the tools they need. Offer to have some available for them. (ask Jon or other club members about where to get some tools for workshops)
- ❑ Send a reminder email to the club members to urge them to sign up. Don't be discouraged if they are slow to sign up. Some arm twisting may be helpful.
 - ❑ At each monthly meeting, give a quick talk about the upcoming presenter. Photos of his/her work are helpful, along with specifics about what the presenter will actually show us.
- ❑ One week before the event, send a last minute email to those who signed up for workshops to let them know any additional information and to answer any questions that may have come in from individuals. Emphasize the start time and projected end time, the exact location, including how to get into the building (around back) and a reminder to bring their lunch. Basically, assume that they have never been to the club (or to Duluth) and don't know anything about us except that they've just signed up for a class.

Final prep for event

- Contact Jon or other board members to recruit someone to cut down a tree and process blanks.
- Ask someone to get cookies/napkins for the demo day. Have them save the receipt for reimbursement
- Make a last minute contact with presenter to verify:
 - Their arrival date and time
 - Timing for getting their gear setup for the demo
 - Food preferences/allergies if we will provide a lunch or if Jon will be hosting
- Assess whether the club house will need sprucing up or tools/machinery will need repair. Mobilize club members to help with this

Day of - It's SHOWTIME!

- Arrive early to make sure things are set up
- Greet presenter, help with anything needed
- Check in with Paul regarding payment for instructor, reimbursement for supplies
- Introduce presenter
- Enjoy! You've made this happen!