

## **Workshops/ Trainers/ Instructor Liaison/ Trainer Gifts – Sheila Mills (Lianne Griffin, Marie Wright)**

Select workshops and trainers for weekend events. Obtain class confirmation info including list of supplies (equipment, materials, etc.) required from instructors. Collects photos of class finished products (to be posted to website in advance of registration form distribution). Also submit clipart or photos of classes without finished crafts.

Details:

- 1) Begin right after wrap-up of current year, (no later than March or early April), by sending recruitment email to current trainers who the committee has OK'd to ask to return and to new instructors who have either volunteered or have been referred.
- 2) A phone call needs to be given to all new and prospective VIPs prior to sending emails with forms to explain procedure and deadlines.
- 3) Collect bulk of information by end of April.
- 4) Continue in "NAG" mode with slow pokes during May and June. Have classes completed and sent to the registrar no later than August 1<sup>st</sup>.

Emails should go out 3 times to instructors after classes are confirmed.

Details:

- 1) September to remind instructors to sign up to get their perks,
- 2) December to let them know to send emails to participants when they get their class rosters
- 3) 2 weeks before weekend with class orientation and procedures. (Develop instructor orientation sessions on class procedures.)
- 4) All emails should also be on participant page under Instructors Own Info so they may refer to the info.

Coordinate with Participant Check-in committee if special check-in required for instructor packets.

Submit council requested class requisition forms to council office.

Ensure instructors include pre-requisites required on class info sheets.

Collect/create gifts for trainers. Provide trainer gifts to participant check-out for distribution.