



GUIDELINES FOR ORGANISING A WORKSHOP

One of the main ethics of Creative Fibre is to encourage members to advance their knowledge of fibre arts and traditional crafts and to pass on their skills to others. The following information is intended to assist organisers in providing enjoyable and successful workshops.

Choosing a workshop topic

Consult with local members to find out if there is sufficient interest in organising a workshop. The choice of workshop topic may be influenced by availability of a particular tutor.

Choosing a tutor

Contact your Area Delegate or National Education Convenor for information about tutors.

- **Creative Fibre Tutor List** (CF List) includes names and contact details of tutors who are recognised for their skills and teaching experience.
- **Travelling Tutors** this scheme occurs every even-numbered year and aims to encourage Areas to offer workshops tutored by someone outside the Area by subsidising travel costs from Society funds.
- **Overseas Tutors** this scheme occurs every odd-numbered year and allows an internationally recognised tutor from another country to be invited to New Zealand. All travel costs are subsidised from Society funds.
- **Visiting Tutors** include overseas tutors with interesting or unusual crafts. If there is sufficient interest, the Society **may** arrange to subsidise travel costs within New Zealand.
- **Other Tutors** include many skilled local tutors who do not wish to be included on the CF List. There are also excellent tutors who are not CF members. This is a good opportunity to encourage them to join CF and become one of our recognised tutors. Talk to someone who has attended a workshop to check their suitability or contact your Area Delegate or National Education Convenor.

Workshop Venue

Venues should be light, warm (or cool in summer), accessible and include basic facilities such as chairs and tables. Check if there are any kitchen facilities and/or cups.

- Check the availability of several venues in case there are any unforeseen changes.
- Check the cost of the venue, payment details and if a deposit is required.
- Find out if there are any additional costs (eg. equipment hire, car park charges etc.)
- Check that the venue has facilities that are suitable for the tutor, students and workshop topic (eg room size, access to water etc.).
- Check that no other events being held at the venue are likely to disturb the tutor and students (eg. meetings, building work etc.).
- Check if there are any stairs or access limitations.
- Establish access to the venue/workshop room - is it necessary to acquire a key.
- Check details of any security systems (eg alarms).
- Most venues require that the room and facilities are left as you find them – ask where cleaning equipment (eg vacuum cleaner) is kept.
- Make sure that the venue is suitable for the workshop topic.

Workshop date

The workshop date is decided by the organiser, tutor and interested members. Select a date that allows you plenty of time to organise and publicise the workshop well in advance.

- Ask the tutor for a range of dates when they will be available.
- Check that a suitable venue is available on the preferred dates.
- Check the calendar to avoid any dates that may 'conflict' with public holidays or events.
- It may be prudent to consider the season – eg. holding workshops in the depths of winter.



Additional information

Once you have decided on a workshop topic, tutor and date you will need additional information:

- Decide what skill level the workshop will be aimed at (beginner, intermediate or advanced).
- Confirm the maximum number of students that the tutor is willing to teach.
- Determine if any special equipment, tools or materials are required for the workshop.
- Ask the tutor to provide details of required facilities (eg access to water), equipment (eg data projector) and materials.
- Ask the tutor to provide a list of equipment, tools and materials for students.
- Ensure all participants will have access to the requirements. This may involve arranging to borrow equipment and tools and/or bulk purchasing of materials to suit the workshop topic.
- All equipment and tools required for the workshop must be in good working order. Check borrowed equipment prior to the class. Workshops aim to teach skills and delays due to faulty equipment are frustrating for tutors and other workshop participants.
- Organisers often find it useful to have extra materials and tools available.
- Ask the tutor for workshop notes and arrange for these to be replicated if necessary.

Workshop cost and registration fees

The cost of holding a workshop determines the registration fees. If the registration fee is too high it can deter students - if the fee is too low students may consider that the workshop is not worth attending. (See 'Costing a Workshop' below.)

- Travel, accommodation and meals should be paid if a tutor is travelling a long distance or if the workshop is held over several days.
- Lunch is usually provided for tutors on the days that they are teaching.
- Tutor fees may be per hour, per day, per workshop or per student.
- Workshop notes, materials, equipment hire etc. (if included in the registration fee).

Banking

Make arrangements to bank registration payments and pay all due accounts, including tutor fees.

It is not advisable to use a private bank account.

- Arrange a suitable bank account (Area or Group account) and inform the Treasurer.
- Save all invoices related to the event.
- Record all payments received and expenses paid (income and expenditure).
- Check with the Group or Area Treasurer to ensure all direct credit payments have been received by the bank.
- Deposit all cheques and cash registration fees into the bank account as soon as possible.
- Issue receipts for registration payments (these can be issued at the workshop).

Participants

Prepare a registration form so that there is a record of participants' details and fee payments. Registration forms can be sent by email or printed and posted to interested members.

- An advance deposit may be charged to reduce the chances of participants not turning up.
- As completed forms are returned, keep a note of the names, contact details and payments.
- Send a list of student requirements and class information to each participant.
- Send a list of the participants to the tutor before the workshop commences.
- If the maximum number of participants is reached, make a waiting list and contact the tutor.
- Make sure that all participants are aware of the workshop start time. (Advertise a start time 15 minutes earlier to allow time for students to arrive, set up tools and introduce the tutor.)



Publicity

Prepare publicity information well in advance and circulate to interested members, Groups, Areas, CF Webmaster and newsletter editors. Publicity posters should include all relevant information:

- Organising Area or group (include a group, Area or CF logo if possible)
- Name of tutor
- Workshop title (include relevant photos if possible)
- Topic (if not evident in the title)
- Skill level (if necessary)
- Workshop day(s) and date(s)
- Start and finish times
- Venue location (including street and town)
- Workshop fee
- Any other details (eg arrangements for refreshments, materials/kit costs)
- Closing date for registrations
- Reliable contact name with phone number and email address



Canterbury Creative Fibre presents:

Sprang Unsprung
- an ancient weaving technique
A three-day workshop with
International Tutor
Carol James

An introduction to:

- The basic stitches
- Surface designs and colour
- Creating a circular warp
- Shaping and decorative elements
- How to spot mistakes

Venue: Halswell Community Center
450 Halswell Road (parking on site)

Date: Friday 18th - Sunday 20th March

Time: 9.30 am - 4.30 pm

Fee: Members \$150.00
Non-members \$190.00

(Includes materials, coffee and tea, please provide your own lunch)

Deposit required by 4th March

For information and registration forms contact:
Anne Wilson: 03 3187910 e: cimma@xtra.co.nz

On the day

Ensure the room is open early for the tutor to set up any equipment. If electronic equipment is used, make sure that there is a suitable power point available and seek technical advice if necessary. The room should be warm, chairs/benches arranged and any equipment set up a minimum of ½ hour before students arrive.

- Enlist a reliable helper ('gofer') to help set up the room, assist the tutor during the day, organise morning and afternoon teas, and help clear up after the workshop.
- Check that students have sufficient workspace and all equipment is functioning properly.
- Before starting the workshop, the organiser should introduce the tutor and state any 'housekeeping' (eg location of toilet facilities), emergency procedures (eg exit locations) and arrange break times.
- Treasurer/workshop organiser collects any outstanding workshop fees and issues receipts.
- Participants' payments for materials are collected to be passed to the tutor.
- At the end of the workshop the organiser should thank the tutor on behalf of the students.
- Pay the tutor promptly. Some tutors prefer cheques. If the tutor wishes to have a direct payment to a bank account, make sure that written bank details are provided.
- Ensure that the room is clean and tidy.
- Return any keys and/or equipment.

Evaluation

Evaluation forms for students, tutors and organisers are supplied by the workshop organiser or Area Delegate. These can be downloaded from the Education pages on the website.

- Allow time for evaluation forms to be distributed, completed and collected at the conclusion of the class. Completed student and tutor evaluation forms are passed on to the organiser to make a summary to send to the National Education Committee.
- During the weeks following it is may be worthwhile for those who attended the workshop to share their experiences and show what they have done using the new techniques. It is also helpful for the workshop organiser to contact the tutor for any further feedback.



Costing a Workshop

Workshop fees are based on the expenditure divided by the optimum number of students.

Example for a two day (6 hours per day) workshop:

Table with 2 columns: Description and Amount. Rows include Tutor's fees, accommodation, travel, venue hire, postage, printing, stationery, coffee/tea, other costs, total cost of workshop (\$1077), maximum/minimum/optimum number of students, total cost divided by optimum number (107.70), and fee charge (\$110.00). Includes a note about profit.

To work out the Optimum number of students:

Table with 2 columns: Description and Amount. Rows include Maximum number of students, Minimum number of students, and Optimum number of students (maximum + minimum / 2).

To find the total cost of the workshop:

Table with 2 columns: Description and Amount. Rows include Tutor's fees, accommodation, travel, venue hire, postage, printing and stationery, coffee/tea, other costs, and Total cost of workshop.

Workshop Registration Fee per Participant:

Table with 2 columns: Description and Amount. Row: Total cost of workshop divided by optimum number of students.

- Consult with the tutor to decide in advance what the minimum number of students will be.
• If there is the optimum number of participants, the costs 'break even'.
• If there is the maximum number of participants, the workshop makes a profit.
• If there is the minimum number of participants, the workshop sustains a loss.
• If the workshop runs at a loss, find out in advance how the loss will be covered.
• The fee can be rounded up or down to the nearest dollar.
• If the workshop is subsidised, do not underwrite it to the extent that the student's fee is too low or they won't think it is worth attending.
• Ask for a deposit from students (about 50%) to discourage people from backing out at the last minute except for very genuine reasons.
• If making a refund, retain a small amount (about 10%) for administration.



Sample Registration Form

For more information contact Name:
Phone: Email:

Please complete this form clearly

Details of Participant

Name
Date Creative Fibre Number
Contact Address:
Phone Email.....

Details of Workshop

Workshop Title
Venue
Date/s Start and End Times
Tutor Name
Workshop Fee

A cancellation fee of \$10.00 will be levied if students withdraw from a workshop within two weeks of the workshop unless there are exceptional circumstances.

A workshop may be cancelled one week prior to the advertised date if the minimum number of students is not reached. All monies paid will be refunded in these circumstances.

A materials list will be sent to all students. Some workshops carry a small fee, payable to the tutor.

I agree that I am participating in the workshop at my own risk and I understand that the workshop may be cancelled one week before the advertised date if there are insufficient enrolments.

Signature:

Payment of \$..... is required with registration by date

Please make cheques payable to:NZSWWS

Direct Credit:..... Account No:

Account Name: Bank

Please include the workshop title and your name as a reference.

Confirmation and materials list will be emailed or sent by post (include stamped, self-addressed envelope)

Please send: Completed, signed registration form
Cheque or payment details
Stamped, self-addressed envelope for confirmation and materials list (if required).

To: Name
Address
Town Postcode



Checklist for Organising a Workshop

Discuss the workshop details listed below with the chosen tutor, add details and tick checklist box.

Workshop

- Workshop name:
- Workshop topic or description:
- Workshop date(s):
- Duration of the workshop (hours/days):
- Start/Finish times:
- Breaks:

Tutor

- Name of tutor
- Tutor phone contact :
- Tutor email contact:
- Tutors fees per hour:
- Travel costs per km (or other travel costs):
- Maximum number of participants:
- Skill level:
- Workshop notes
- Classroom facilities required:
- Materials/equipment/tools (supplied by students):
- Additional cost of class materials:
- Billet (or motel unit) for the tutor:
- Contact details of billet host:
- Any special dietary needs (pass information to host):
- Any other special requirements for the tutor:
- Any other equipment required:

Venue

- Venue address:
- Contact number for venue booking and enquiries:
- Car parking, toilets, kitchen facilities, etc.:
- Any specific housekeeping and safety regulations:
- Gaining access to the venue:
- Clearing and locking up requirements:
- Access to set up the room prior to the workshop:
- Signage



Publicity

- Workshop title:
- Brief description of the workshop topic:
- Skill level:
- Day and date:
- Times:
- Venue (include street and town):
- Fee:
- Latest registration date:
- Name and contact information of organiser:
- Number of participants:
- Send information to workshop hosts:
- Send information to Area Delegate:
- Send information to CF webmaster:
- Send information to other groups or clubs:

Participants

- Registration form:
- Student requirements and class information:
- List of participants:
- Participants details sent to tutor:

On the Day

- Access time for setting up room:
- Name of appointed helper ('gofer'):
- Responsibility for coffee, tea, etc.:
- Responsibility for assistance to tutor:
- Responsibility for payments and class fees:
- Method of payment to tutor:

Evaluation

- Student evaluation forms:
- Tutor evaluation form:
- Organiser summary evaluation:
- Follow up with students:
- Follow up with tutor: