

PPWG Workshop Chairperson

(Revised April, 2019)

The Workshop Chairperson(s) solicit workshop ideas from the membership and seek a nationally/internationally known person to provide a two- or three-day workshop to interested guild members. Topics include weaving, spinning, dyeing, fiber arts design, and related fiber topics.

Responsibilities

- Seek input from the membership regarding desirable topics and possible workshop leaders. The purpose is to provide members with a leader who can stimulate members in new ways and might not normally be available to the guild for monthly programs.
- Request workshop outlines and monthly program proposals, stipend information, housing needs, possible dates and other pertinent information from one or more possible leaders.
- Determine likely membership interest in possible workshops and make selection.
- Plan dates, keeping in mind that workshop dates should be in conjunction with a regular guild meeting (2nd Friday of the months between September and May).
- Acquire space for the workshop. Possibilities include, but are not limited to, Julie Penrose House, potentially the church, and others.
- Prepare contract for the workshop and the monthly guild program. Present the program at a guild business meeting and pass around a sign-up sheet with attached contract for participation. Collect fees from participants. Publish this information in the newsletter with the sign-up contract for people to return to the workshop coordinator.
- Request publicity information from the leader for familiarizing guild members with the leader and his/her background. Request photo and release for publicity on the PPWG website.
- Secure housing facilities and plan social events for the leader. The leader must be provided a private bedroom and bathroom.

- Develop a budget to pay all expenses of the leader and the workshop. Notify the treasurer regarding expenses.
- Maintain records on the following: correspondence with the Workshop leader, Penrose house, caterers, timelines as needed, etc. This information is placed in the resource notebooks of workshop history stored in the library.
- Distribute workshop information to registrants at least one month in advance of the workshop.
- Arrange local transportation for the leader to all guild and social events during the leader's visit.