

Friendship Knot Quilters' Guild
Education Committee
Responsibilities of Workshop Coordinator

Responsible for assuring a good workshop experience for students and teacher

- 1) Maintain a sign-up sheet for volunteer hostess for each workshop
- 2) Secure hostess sign-ups at September class roll-out, at monthly meetings and through newsletter articles
- 3) Secure class roster, including lunch orders, from website or from registrar
- 4) Send hostess responsibilities to each hostess prior to class
- 5) Prior to workshop arrange to get supplies and equipment to hostess
- 6) Email class roster to hostess
- 7) Order lunches for those class attendees who have paid for lunch and for the instructor and hostess
- 8) Maintain the inventory of paper products and supplies
- 9) Following each class send the attendance roster and receipts to Treasurer
- 10) Serve as hostess for any class that does not have a hostess volunteer

September 2014