

Friendship Knot Quilters' Guild  
Education Committee  
Responsibilities of Workshop Hostess

The Workshop Hostess is responsible for assisting the instructor and the students during workshops.

The Hostess should:

- 1) Arrive at the classroom no later than 8:10 am to greet the teacher and help set up the classroom (8:00 am if 8:30 am class start)
- 2) Make coffee and have drinks available including cold bottled water for teacher. A water pitcher with ice may be set out for students.
- 3) Set up classroom with electrical extension outlets, plug in irons, take attendance, provide nametags, help students get ready for class.
- 4) Distribute scrap bags for fabric and thread scraps (not for food scraps). Collect bags at end of day and reuse on following day
- 5) Assist teacher in distributing handouts, holding quilts, etc.
- 6) Set up for lunch, allowing 30 minutes for lunch break. Clean up after all have finished lunch
- 7) Assist the teacher, if requested, in selling patterns, books, supplies, etc., keeping track of sales and monies
- 8) Begin clean-up one hour prior to end of class. Clean coffee pot and replace on cart
- 9) Advise hostess coordinator of supplies needed for next day's class
- 10) If needed, help teacher pack up supplies, collect FKQG supplies. Have students clean up around their work area

September 2014