

Goals:

- To provide members and fiber arts community quality educational opportunities by offering short (half-day and one day) and longer (two, three, or four day sessions) with exceptionally skilled local and nationally known teachers of fiber arts at a reasonable price.
- Workshops are not intended for Guild profit. However, they will be structured to reasonably cover costs and provide fair pay and expense reimbursement for instructors.

Workshop Coordinator Responsibilities and Guidelines:

Workshop cost structure will be based upon the instructor fees, materials fees, instructor travel reimbursement, space rental, equipment rental, maximum and minimum enrollment, etc.

Draft workshop contracts with instructors and location providers for board approval. Contracts should include a no cost cancellation clause and deadline. Organize and negotiate contracts for signature.

Propose a workshop structure for Board consideration, including:

- a workshop fee structure for each workshop, including exceptions for host, scholarships, etc.
- the minimum required participants
- per participant total costs for a full workshop
- per participant costs at minimum enrollment
- a deposit amount
- minimum and maximum budgetary underwriting (due to under-enrollment or cancellations)
- milestone calendar that includes any board approval deadlines, member enrollment opening date, non-member enrollment opening date, workshop cancellation deadline, full fee deadlines, withdrawal deadline and workshop date

Work with webmaster to setup online deposit and fee payments for registrants. Collect checks and manually register participants that are unable to use the online system, providing any payments to the Treasurer.

Write announcement/ad/social media copy for workshop and publish appropriately to members and non-members.

Communicate enrollment and participant payment status on and before appropriate calendar milestones.

Maintain and manage workshop waitlist, if needed. Manage any workshop transfers at coordinators discretion. Collect full fees (online) from waitlist participants and refund fees if we are unable to register them for the workshop.

Close workshop event by arranging with Treasurer for any remaining payments, refunds after the workshop is completed.

Implement a workshop cancellation that does not meet the minimum participation by notifying instructor and room rental on or before cancellation date and notifying participants of cancellation and refund of deposits or fees paid.

Board Responsibilities and Guidelines:

Review and approve instructor and room contracts. Provide any negotiation guidelines (e.g. dates, location setup, reimbursement, refunds etc.)

Review, approve and budget for (as necessary) workshop fee structure and milestone calendar proposals.

Example Instructor Contract:



Dallas Handweavers & Spinners Guild (DHSG)

[Workshop Name]

[Workshop Date]

This contract is made and entered into by and between **Dallas Handweavers & Spinners Guild** and **[Instructors Name] (Instructor)**.

1. **Services Provided.** Instructor agrees to teach the workshop “[Workshop Name]” [Length e.g. 2 day] workshop.
2. **Workshop Description.** [Paragraph description of workshop as provided by instructor.]
3. **Workshop Details.**
 - a. Ability Level: [Expect skill of students – e.g. Students must be able to warp their looms/read a weaving draft.]
 - b. Materials Fee: [Fees for warp, print outs, books, etc.]
 - c. Maximum Class Size: [Max # of students]
 - d. Students must bring: [List of student supplied items required – e.g. Notebook, pencil/paper, 2 shuttles, bobbins, scissors, tapestry needle, measuring tape, etc.]
 - e. Instructor will provide: [List of expendable materials instructor will provide – e.g. warps, weft yarns, full warping instructions, instructional handouts, drafting paper, etc.]
 - f. Instructor will bring: [List of non-expendable materials instructor will provide – e.g. samples, slides/media, projector, bobbin winders, warping boards, looms, etc.]
4. **Facility.** [Facility/equipment details – e.g. DHSG will supply a classroom suitable for the workshop: Tables for samples and winding bobbins, table for projector, screen.]
5. **Materials.** Instructor may ship materials to DHSG and DHSG will provide Instructor with the address to which such materials are to be shipped. As a courtesy to the Instructor, DHSG will accept delivery of the materials. However, it is expressly agreed and understood that the Instructor shall bear all costs and assume all risk associated with shipping the materials, and that DHSG assumes no responsibility for the condition or safety of the materials, either during shipment, or while in DHSG’s possession. DHSG will not open any boxes or cartons shipped by Instructor, and will not inspect or inventory the items shipped.
6. **Compensation.** DHSG agrees to pay to Instructor [\$] per teaching day for a total of [\$].
7. **Travel Expenses.** DHSG agrees to pay to Instructor a travel allowance of [\$] to cover the cost of transportation between instructor’s home city and [workshop or host location].
8. **Lodging.** DHSG will [Lodging details – typically host the instructor with one of guild members] from [start date] until [end date]. This will include meals, transportation to classes and lodging.

Any additional nights, and all incidental expenses will be borne by the Instructor. DHSG does not provide reimbursement for food and beverages.

9. **Advertising and Marketing.** DHSG reserves the right to make all advertising and marketing decisions with respect to the conference and the workshops, and shall bear all advertising and marketing costs. Instructor may submit materials, such as digital photographs, for possible inclusion in DHSG promotional and marketing materials, the DHSG newsletter, the DHSG website, and any other advertising or marketing materials. If the Instructor elects to submit such materials, then DHSG may use them, in DHSG's sole discretion, for the purpose of workshop promotion, without further approval from Instructor. DHSG agrees not to otherwise use Instructor's materials without first obtaining Instructor's consent.
10. **Cancellation.** DHSG reserves the right to cancel the workshop described in this contract due to low enrollment, upon written notice to the Instructor at least sixty (60) days prior to the first scheduled day of the workshop. In the event that DHSG cancels the workshop described in this contract the instructor will not receive compensation as stated in # 6 nor the travel allowance as stated in #7.
11. **Entire Agreement.** This contract and the Exhibits hereto represent the entire agreement between the parties. Any amendments or modifications must be in writing and signed by both DHSG and the Instructor.

DALLAS HANDWEAVERS & SPINNERS GUILD

INSTRUCTOR

By: _____
[President's Name], President

[Instructors Name]

Date: _____

Date: _____

Example Room Rental Contract:

Example Cost Structure:

Estimated Cost for Workshop	
Teaching fees	\$ 1,200
Travel	\$ 500
Classroom Rental	\$ 300
Host Food & Lodging	\$ 400
Total Expense	\$ 2,400
Maximum Enrollment	15
Minimum Enrollment	8
Per Student Supply Fees (e.g. Warp, handouts)	\$ 75
Cost per Student @ Full Enrollment	\$ 235
Cost per Student @ Minimum Enrollment	\$ 375
Deposit (using minimum enrollment, rounded to \$5)	\$ 190
Estimated Maximum Guild Cost for Late Withdrawals (min enrollment X deposit)	\$ 880

Example Milestone Plan:

Action	Deadline
Contract Drafted and Proposed	Saturday, September 15, 2018
Room Reserved	Saturday, September 15, 2018
Announcement Copy	Monday, October 15, 2018
Member Registration Start Date	Saturday, November 3, 2018
Non-member Registration Start Date	Friday, February 1, 2019
Participant Withdrawal Date for Full Refund	Monday, July 15, 2019
Instructor No Penalty Cancellation Date	Monday, July 29, 2019
Room No Penalty Cancellation Date	Monday, July 29, 2019
Room Rental Payment Due	Monday, August 12, 2019
Host Payment Due	Friday, September 13, 2019
Participant Withdrawal Date for Refund Less Deposit	Friday, September 13, 2019
Instructor Payment Due	Friday, September 27, 2019
Workshop End Date	Sunday, September 29, 2019
Workshop Start Date	Friday, September 27, 2019
Participant Refunds Issued	Sunday, October 13, 2019