

Workshop Planning and Procedures

How to propose and organize a workshop?

ANY VPS Member can propose and organize workshops! We encourage and will support VPS members organizing workshops in various locations in the state. If you organize a workshop, the cost is free for you.

Workshops could be art instructional classes, art business, or other art-related class that the membership would likely attend. Perhaps you have attended a workshop outside of VPS and want the instructor to do a VPS workshop. Or, perhaps you know other artists that struggle with issues (such as photographing art) and would like to obtain an instructor on that topic for VPS.

The attached checklist may help in the proposal and organization of workshops. If you have questions even before you start, contact Grace Cothalis (whatsnew2@myfairpoint.com) or Matthew Peake (goldpeak@vermontel.net). Workshops should be planned several months in advance to get the costs planned in the budget. However, if that is not possible, check with Grace for options.

Here are the Cliff Notes regarding arranging a workshop.

1. Contact workshop presenter regarding schedule and costs.
2. Submit your proposal to Grace Cothalis (whatsnew2@myfairpoint.net), Grace will distribute your proposal to the VPS Board. Any VPS sanctioned workshop must be approved by the Board. Your proposal must include:
 - a. Dates
 - b. Length of workshop
 - c. Topic or general description
 - d. Instructor
 - e. All Costs
 - f. Proposed location

We TRY to get the cost of the workshop paid for by the participants. With the total of all costs of the workshop, divide them by the number of participants the instructor will accommodate. Make sure you DON'T count yourself as your cost is free.

3. Once your workshop is approved, work through the *VPS Checklist for Workshop Planning*.
4. If a workshop is expected to be very popular holding an initial lottery for all interested, currently paid-up VPS members (paid up at the time of the announcement of the workshop) has worked to be the fairest way to register participants. If there are slots open after the initial lottery, then registration is opened up to non-members and recent 'new' members. Some people may decide to join to receive the VPS member price even though they can't be part of the first call lottery.
5. Providing food/snacks is optional. For example having coffee/tea and muffins on the first day is a nice idea but really done at the discretion of the organizer.
6. If you have questions, we can team you up with someone who has organized workshops before. VPS has a list of members that may be willing to help you out. Grace can provide you that information.

General

- VPS will have up to two workshops a year for the most part.
- Every two or three years, we will offer a VPS-subsidized workshop in conjunction with the annual meeting (making that combination a day-long event) on an art business topic, such as photographing your work, marketing, framing, etc.

Financial

- Workshops should break even or make money, except for the subsidized ones. Workshops have historically been a source of income for VPS, so planning conservatively and advertising for participants are encouraged to generate income.
- We would like to keep workshop costs low (for example \$250 for 2 days), when this is possible. We suggest asking a more token payment (\$25?) for the subsidized ones.
- Non VPS members should be charged \$50 more than VPS members

- Workshop organizers attend for free. However, if more than one person does the work, including housing the presenter, they share the value of the one free admission.
- While the workshop committee can give tentative approval to a workshop, the Board must approve the workshop budget for final approval. Organizers should get a preliminary head count by asking members if they might be interested. If the numbers support it, plan a budget based upon attendance of 12 people, meaning the workshop should break even at that level. However, if the organizers get an indication of preliminary interest of more than 12 people, they can plan the budget based on a conservative estimate of higher numbers.

1	Artist/Event	Contact – estimates	Item/Task List	Check when done or N/A
	<i>General discussion with the artist/event contact about potential event.</i>		Travel	
			Lodging	
			Event Cost (per person/group)	
	<i>Organizer gets it free or reduced rate.</i>		Event participant limits	
			Other parameters/requirements	
			DRAFT course description	
			Post Workshop Gathering	
2	VPS Board	Propose Event and Budget to Board	Note: VPS members organizing the workshop, get the workshop for free.	
	<i>Work with the board to go over the structure of the event. Members only or non-members. NOTE: Event must be budgeted.</i>		Costs (1)	
			Logistics	
			Parameters	
			Board approved	
			Cost absorbed by VPS?	
			Cost per participant (ALL costs/# of VPS)	
			Food provided	
			Space available	
			Get other members to help if needed	
	(1)Costs:	➤ Workshop Artist Costs	<ul style="list-style-type: none"> • Cost of workshop, • Travel, • Lodging, • Any meals VPS will purchase on overnight stays 	
		➤ Lunches for VPS (optional)	<ul style="list-style-type: none"> • Lunch • Morning/Afternoon Food • Drinks (include water if necessary) • Paper ware (P.Towels, napkins, plates, cups) • Plastic ware • Coffee/Tea • T. Paper 	
		<ul style="list-style-type: none"> ➤ Site Costs ➤ ANY other costs for this event. 		

3	Artist/Event	Agreement	
			Solidify costs
			Review logistics
			Review parameters
			Artist Bio and/or Event Flyer
			Reserve Lodging if needed
			Confirm in writing or via e-mail with Artist/contact
4	Membership	Communicate	
	<i>Note: if Cash is received, the cash must be deposited. DO NOT use cash for incidentals.</i>		Event Flyer or description & cost
			Deposit Needed; Non-refundable
			Date Deposit Needed
	<i>Receive payment and deposit – Checks made out to VPS and given to Treasurer to record and deposit.</i>		Date; time; location; contact
			Food (included/not/cost)
5	Membership	Communicate	
			Just before deadlines – send reminders
			When event is full, start standby list.
6	Attendees	Communicate	
	<i>Once you have the attending members.</i>		Create e-group of attendees
			Confirm deposit received
	<i>Keep a wait list of (other) interested attendees, If an attendee cancels you can make arrangements for a substitute attendee</i>		Confirm event information
			Supply lists (including floor cloths if needed)
			Volunteers to help set up/take down
			Volunteers for Coffee pots
			Volunteers for extra items: spoons, dishes, etc.
			Keep list of volunteers and items
			Before event, send reminder for all including volunteer list.

7	Space/Food	Agreement	
	<i>(Do this at same time sign up is going on)</i>		Reserve Space
	See list of food ideas at the end of this sheet. Note offering food is optional!		Advise Treasurer via e-mail of Cost and Vendor.
			Arrange for key
			Lighting/facilities/kitchen space
			Ample garbage? Extra garbage bags?
			Gather space rules
			Food Arrangements
			Catered/Pot luck
			Secure Models if Needed
			Must floor cloths be used?
8	Food/Set Up		(If bringing own Lunch-disregard)
	<i>Keep receipts of all expenses and work with Treasurer on how to submit expenses for payment.</i>		Food
			Coffee and coffee pots
			Water
			Plates
	<i>If catered, submit bill to Treasurer for payment.</i>		Plastic ware
			Cups
			Table cloths
			Serving ware
			Misc. Dishes/baskets/bowls
			Paper towels
			Plastic bags
	Food Suggestions:		
	<i>Keep receipts of all expenses and work with Treasurer on how to submit expenses for payment.</i>	<i>Morning:</i>	Apples/oranges/nectarines/grapes
			Bagels/Cream cheese
			Coffee cake/pastries/scones/muffins
			Doughnuts
			Coffee/tea/Cider/Water
		<i>Lunch:</i>	Brown Bag, Catered, Pot Luck(hot/cold)
			Sandwiches
			Soups
			Cold Cuts
			Chips
		Cookies/snack bars	