

Information for Program Chairs

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Agenda

- Welcome attendees
- Today we will cover
 - Communication!
 - Speaker contracts and what should be included
 - Budget including current and out years
 - Where to look for speakers
 - Sharing a speaker/workshop leader
 - The hiring process
 - Filling open dates
 - When you have speakers on contract
 - While the speaker is with you
 - After the speaker departs

Before you hire, be prepared!

- **Review your guild's speaker contract.** It should address:
 - Guild name, address** (including city and state)
 - The agreed upon date for the lecture, fee and topic**
 - The agreed upon date(s) for the workshop, fee and topic**
 - Housing** (hotel or guest in home)
 - Transportation (air costs, closest airport, etc.)**
 - Mileage allowance:** Amount per mile, maximum number of miles
 - Down Time:** who pays for what (guild or speaker)

Before you hire, be prepared!

Cancellation policy: Include acceptable reasons (natural disaster, loss of meeting space or ability to have the meeting, etc.) and cancellation dates/percentage of fee.

Remember, if you have contracted with a teacher for a lecture or a workshop and the guild cancels inside of the contracted cancellation date, the guild will owe the teacher the agreed upon fee or whatever the contract calls for.

Sharing speakers: Specify your guild's part of travel costs, and when your responsibility begins and ends.

Gather critical information

- Know your budget! You will need to cover transportation (air or mileage), hotel, meals, and speaking /workshop fees as negotiated with each teacher.
- Know what months your guild usually has speakers. For example, South Bay does not have speakers in March, June, July, and December.
- Review the speakers already on contract for dates and topics. Decide what other topics you need to have a well-rounded schedule.
- Find out how far out you may financially obligate your guild. Remember that many teachers book as much as 2 to 3 years in advance. Know what your future obligation budget is.

Where do I find speakers?

- Meet the Teacher at the April Council meeting in Carson. Talk to 45-50 teachers, see samples of their work and hear them give a short presentation.
- Check the SCCQG website (SCCQG.org) for a list of teachers and their websites. Also check the Northern California Council of Quilt Guilds website, <http://NCQC.net>
- Check quilting publications and websites for interesting speakers. For example, the Alex Anderson/Ricky Tims website, www.thequiltshow.com presents many different topics and teachers in their programs. There are other websites with programs as well.
- The websites for larger quilt shows have speaker information. Here are a few:
 - Road to California (Road2CA.com)
 - PIQF (quiltfest.com)
 - International Quilt Festival Houston (Quilts.com)
- Most quilt teachers have websites so scour the internet.

Important points to remember

- Hire teachers in a range of topics (beginning quilter, applique, pieced, wool, art, modern, etc.)
- Survey your guild members to learn their areas of interest.
- If you are not sure about a speaker, ask around! Someone will know of them or have taken a class from them.
- Include your contact information in EVERY e-mail or letter to speakers including your name, the name of your guild including city and state, and the dates you want to fill. There are many guilds around the US with similar names, so be specific.

Important points to remember

(continued)

- Don't assume the speaker has gotten your e-mail if you don't hear back from her/him. Follow up with a second e-mail or letter.
- Remember that speakers want to come to your guild as much as you want to have them, and good communication is the key to a successful visit.

Sharing a Speaker

- Check the SCCQG website for guilds that have meetings close to yours.
- Find out who they have on contract and when.
 - Are these speakers who will meet your topic needs?
 - Check with each teacher before you make any arrangements with other guilds (he/she may not want to stay more than a few days).

Sharing a Speaker

- If your guild and another one agree to share
 - Clarify in writing how costs will be shared and how the speaker will get from guild A to guild B and back to the airport.
 - Clarify in writing who is responsible for any downtime expenses between meeting/workshop dates (your guild, the other guild, the speaker?)
 - If the downtime is because of a gap between meeting dates, the guilds will be responsible for paying for the speaker's expenses.
 - If the speaker wants a couple of days after or before the meetings for his or her own time, he/she should cover those expenses.

When you have speakers on contract

- Stay in contact with speakers and workshop teachers slated to come to your guild
- New program chairs should contact every speaker and/or workshop teacher already on contract to introduce themselves, and provide their contact information.
- Contact speakers again well before the contracted meeting to confirm travel arrangements, and equipment requirements for the meeting.
 - Confirm housing and transportation arrangements
 - Downtime (extra day) plans
 - Tour local area and shops or museums?

When you have speakers on contract (continued)

- Ask about samples.
 - When will the speaker send them?
 - Return samples promptly to speaker after visit
- Contact speakers a couple of weeks before their arrival to reconfirm arrangements
 - Include the name of your guild with city and state, and the dates of the contracted meeting in EVERY e-mail or letter.

While the speaker is with you

- Be on time at the airport or other designated meeting place.
- Know the flight number/origin and the speaker's cell phone number.
- Is help needed at baggage claim?
- A name sign helps find each other.
- Offer rest period after arrival if possible
- Ask in advance about any food issues the speaker may have.
- Allow plenty of time for dinner and arrival/setup at guild.
- Arrange for required tables/screen, etc. well ahead of the evening.
- Have plenty of help on hand to move quilts or other supplies into the meeting place.

While the speaker is with you

- Is the speaker selling anything? Are a table and helper needed for this purpose?
- Include a bottle of water on the podium for the speaker.
- Be clear on the amount of time allowed for her/his talk and don't hesitate to quietly remind her/him as the end of the time nears.
- Remind the speaker about arrangements for the next day.
- Allow plenty of time to get the speaker to the airport for the return flight. Offer to assist with baggage if needed.

After the Speaker Departs

- Write a thank you note to the speaker.
- Follow up on any items the speaker has promised to send to workshop members or the guild.