

3D Mini-Workshop

Location on Organization Chart: Responsible to the 3D Liaison

Purpose: To provide continued education in the arts.

Procedure/Responsibility:

1. Get Executive Board approval for all workshops.
2. The 3D Mini-Workshop Committee plans 3 - 4 workshops for the year. The 3D Mini-Workshop Chair with the Committee selects and secures local artists or AAS member to conduct the mini-workshops.
3. The 3D Liaison provides information to the 3D Workshop Chair regarding the calendar for the year.
4. The Chair with the Committee meets to decide the division of duties.
5. Consult with the pottery instructor to insure the availability of the pottery studio on proposed dates.
6. Arrange dates and fees with workshop instructor insuring that the mini-workshop doesn't interfere with scheduled pottery classes. Workshops should be limited to 10 students with the class being filled on a first paid basis. If enough interest is expressed and the artist is willing another Mini-Workshop may be scheduled meeting all original requirements for the first mini-workshop.
7. The Chair presents the mini-workshop proposal to the Executive Board for approval. All cost of the workshop should be covered by fees paid by the participants. (AAS Standard Reporting Form for Proposal/Results for Workshops, Special Classes, Events form attached)
8. Upon receiving Executive Board approval, the 3D Mini-Workshop Chair implements the following:
 - a. Contact the Artist to confirm the date.
 - b. Meet with the Artist to have the contract signed in duplicate. One copy is for the Artist and one for the Mini-Workshop Chair. (Copy of Mini-Workshop Contract Attached.)
 - c. Provide a signed copy of the contract to the Treasurer and President
 - d. Request the artist to supply a bio, workshop experience, other background information, special needs, supplies and materials required.
 - e. The background information and bio will be used to advertise the event in the AAS Newsletter, and local studios such as Fat Cat, Jeffcoat Pottery, Hiroshi and Don Johns pottery classes.
 - f. Create a registration form which includes artist's information, mini-workshop date, time, location, supplies provided and supplies needed, bring your own lunch, cost, address to send check to and contact information on top half of form. The participants contact information should be on the lower half of registration form with a "clip it" division line.
9. The Chair collects mini-workshop fees and keeps a list of all participants with registration forms. Respond to inquires and confirms receipt of fees.

10. The registration form and fees should be turned in to the Treasurer at the completion of the workshop.
11. The 3D Mini-Workshop Chair with the Committee meets to help organize the event. The Workshop Committee implements the following:
 - a. An assistant from the Mini-Workshop committee should be provided as an extra pair of hands for the workshop instructor. This person is a non-workshop participant and non-paying volunteer. The assistant is to be available to assist the instructor.
 - b. Purchase, set-up and serve refreshments (coffee, donuts, pastry, etc) in the morning.
 - c. Insure that adjustments to heat/air, lights and fans are made at the end of class to conserve on power bills.
 - d. Clean up includes:
 - i. Clean tables
 - ii. Sweep floor
 - iii. Clean up refreshments in the afternoon. If the workshop is 2 days or longer food must be refrigerated or securely covered – none can be left at the end of the workshop.
12. The Chair contacts the artist to coordinate the artist's needs, the workshop schedule and supply needs.
13. The Chair fills out check request forms for all expenses. Request a check for the visiting artist's fee two weeks before the workshop.
14. The Chair fills out workshop report form including accounting information providing one copy to the President and one to the Treasurer. (AAS Standard Reporting Form for Proposal/Results for Workshops, Special Classes, Events form attached)
15. The Chair reports the results of the workshop to the general membership.

Information from past workshops

Mini-Workshops are generally held on Friday or Saturday.

*The fee for participants is usually \$35 for members and \$40 for non-members.

Light breakfast refreshments are included and lunch is usually is bring their own with chips and drinks provided.

Most local artist fee is \$100.00 unless otherwise approved by the Executive Board. per workshop.

The current approved classroom usage fee needs to be included in expenses. (2010 approved fee is \$15.00)

Ask what materials are needed (clay, glaze, etc.)

*All cost of the workshop including instructor costs, supplies and materials furnished, refreshments, postage, telephone, copies, usage fees, etc. should be covered by the participants. Executive Board approval is required if student fees have to be increased due to expense increase. Example: \$50.00 members and \$55.00 non-members.

(Draft 4/28/10)