

Class Assistant Responsibilities Quilters Connection Workshops

Thank you for volunteering as Class assistant and following these guidelines:

Organise Equipment – For Workshops that require iron and ironing boards or other special items, please make sure that they are available. The week before the Workshop ask a few of the attendees to bring along these items to share. The list of attendees is posted on the QC website.

Arrive Early – Please arrive at the Workshop at least 30 minutes before the advertised start in order to help the instructor. Wait downstairs and help carry equipment up to Workshop room.

Signage – Place a sign on the front door saying “QC Workshop today in 3rd Floor Rehearsal room” to ensure everyone finds the room.

Help with Set up – Tables should be already set up in the room. Assist the instructor with any other materials set up they require.

Collect money - If there is a fee payable to instructor for materials or kits, collect this for them from the attendees. Make sure that you keep this information in whatever form the instructor wants for their records.

Pass out Attendance Sheet – You should have received a class list from the Registration Committee. However, there are always some changes so it is important to have everyone sign the attendance sheet and to do a "nose count" to make sure that there are not extra attendees.

Assist the Instructor - Helping the instructor is your main priority during the class time. This may include holding up demonstration samples, passing out materials, checking on supplies, going down to the office if something is needed, etc. No doubt you'll pick up tips and learn techniques while helping but remember that your primary reason for being there is to help the instructor, not to take the Workshop.

Organize Instructors Lunch – Procure lunch for instructor only. In the past the assistant also procured lunch for Workshop attendees but that is no longer part of your responsibilities. Note: the Panera which is near the ACA will deliver if the order is large enough. You may want to let the Workshop participants know that in case they want to get together and place a large order but it is not your responsibility to organize a large order.

Help with Clean up – At the end of the day make sure that that attendees have cleaned up the room and help the instructor with packing up any of their materials and supplies.

Assist Instructor to Car – Assist the instructor down to their car. Please do not leave the instructor there alone, you are QCs representative for that day.

Help, watch and enjoy! Thank you.