

## **Planning Events and Teaching at the guild**

The guild invites all members to help plan events and teach workshops (needs board approval).

Anything that has to be scheduled, needs to follow a certain set of guidelines so the calendar is not double booked, over booked and so the event can be published to members.

Here are the guidelines:

1. Get an idea! Any fiber related idea is welcome. If you want to teach a workshop, you need to be proficient at the subject matter, able to stay on topic, present the matter effectively and have teaching materials prepared.
2. Present the idea to any Special Interest Group leader, or fill out this form: Teaching Contract
3. Once submitted, the board will discuss for approval.
4. Once approved, the member will be asked to work with the Education/Program chair to work out the essentials and get it on the website.
5. That's all! We look forward to your ideas