



Workshop Host FAQ's:

We outlined answers to the most common questions that have been asked by workshop hosts over the years. If you don't find all the answers to your questions below, please contact Brandi at 503-935-5364 or brandi@emswcd.org.

When do workshops take place?

Our 4-hour workshops are held on weekends. Saturday workshops take place in the morning from 9:00am – 1:00pm, and Sunday workshops take place in the afternoon from 1:00 – 5:00pm. Occasionally, selections of shorter (2 – 3 hour) workshops can take place on weeknights.

What is the maximum number of people allowed in a class?

The maximum number ranges between 30 – 40 people (depending on the class), but most often 40. We cap attendance to maintain a presenter-to-participant ratio that supports a quality learning environment.

Is there a minimum number of people needed in order for a workshop to run?

Yes, we require a minimum of 20 registered participants to run a workshop.

If a class fills, is there a waiting list?

Yes. When a class fills, our registration program directs people to a “join the waitlist” form. If/when a space becomes available, we notify people on a first-come, first-served basis.

Are there ever any no-shows?

We send a reminder email to all registered participants 3 days before the workshop which helps prevent day of workshop no-shows. However, things like illness and schedule changes result in a handful of last minute no-shows. *(On average, about 75% of registrants attend on workshop day which is a pretty high percentage for a FREE class.)*

How many volunteers should the host group provide on workshop day?

One or two people should be plenty enough to help with any last minute classroom needs, set out refreshments, greet participants at the check-in table, etc.

What refreshments should we provide? How much?

Snacks help participants stay energized between meals and are much appreciated! We ask you to provide enough food to last the duration of the workshop. Please be mindful of varied diets and allergies by providing labels for your snacks. When possible, reusable dishware and recycling or composting bins are great! Below are some suggestions for both morning and afternoon workshops:

- Morning Snacks: Coffee/Tea, Water + Fruit, Muffins/Bagels/Pastries, Granola Bars/Nuts
- Afternoon Ideas: Coffee/Tea, Water + Fruit/Veggies, Crackers & Cheese, Cookies/Chocolate

Where will the field trip portion of the workshop take place?

That depends on where the classroom is located. Sometimes there are examples of naturescaping principals and/or rain gardens on-site or nearby. Our workshop presenters contact the workshop host about 2-3 weeks before the class to discuss options. If you know of any gardens or yards nearby that you think might work, we'd love to know about it.