



# 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 Rhesa at 503-935-5368 or [Rhesa@emswcd.org](mailto:Rhesa@emswcd.org).

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## **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 registration numbers are looking low in the week prior to the event, we ask that you do some additional outreach. It can be helpful to repost the event on your social media, as this can serve as a reminder that pre-registration is required.

## **Want to check on workshop attendance?**

It's easy! Just visit <http://www.emswcd.org/workshops-events> and expand the category of the workshop type you wish to view. Each workshop provides information for workshop date, location, description and also attendance. The attendance detail is listed on the far right. It shows the total number of spots available, and the number of spots left.

## **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 twice: one week before and 2 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. Please have at least one person present from your organization throughout the presentation for any issues that can crop up. In particular, if the entrance to the building or classroom automatically locks, please have someone available to open the door for latecomers as it can be disruptive to the presenter if they have to stop and open the doors.

## **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 best! 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 naturoscaping principals and/or rain gardens on-site or nearby. Our workshop presenters contact the workshop host

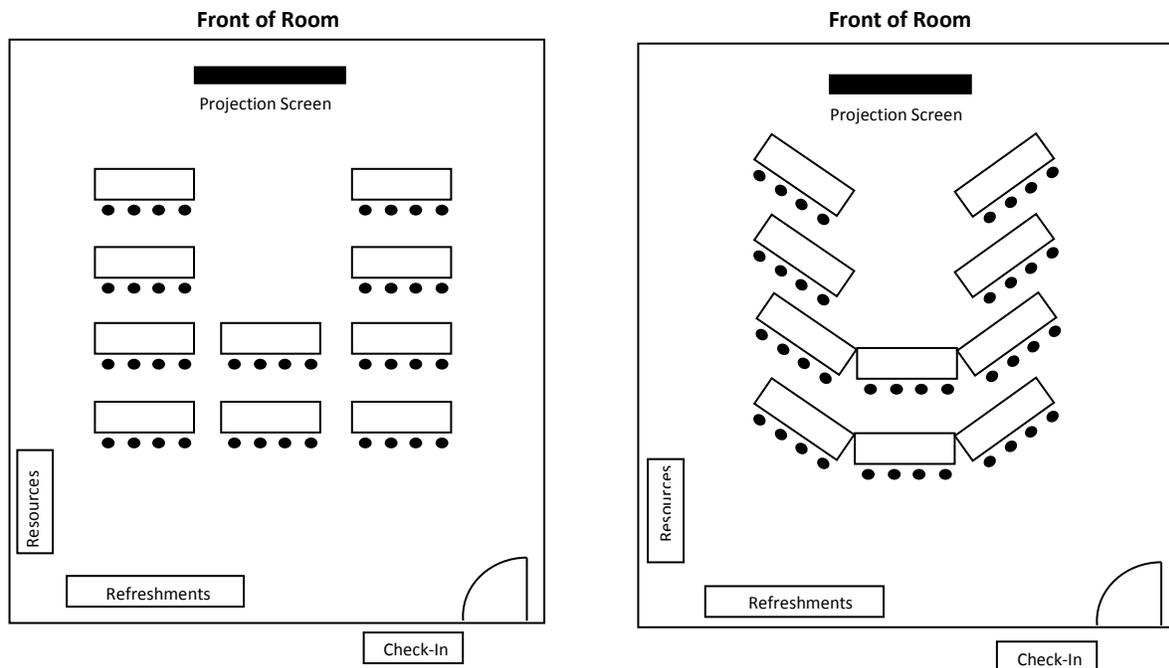
about 2-3 weeks before the class to discuss options. If you know of any gardens or yards nearby that you think might work, we'd love to know about it.

### What is needed for Classroom Reservation & Set Up?

1. Please reserve the classroom ***one hour before and at least 30 minutes after the workshop time*** to allow adequate time for set up and break down.
2. Please arrange for the classroom to be set up ***before*** the presenter arrives on workshop day.
3. Your presenter will bring a laptop and projector. Please ensure the following needs are met:
  - a. Room can be darkened for a slideshow.
  - b. A projection screen (or blank wall) is available to project onto
  - c. A small table is available to set the projector on
  - d. 2 additional tables- to place refreshments and the many printed resources we provide.

**If any of these are not available, please let us know so we can make other arrangements or help troubleshoot a solution.**

4. Below are 2 examples of the ideal classroom set-up. Please check with your location contact to ensure that the classroom can be set up in a similar manner.



### What is required from hosts on the day of the workshop?

- Please arrive ***1 hour before*** the workshop starts to let the presenter into the facility, assist with any last minute classroom needs, and to set up your refreshments.
- Please greet participants at the welcome table and ask them to sign in on the roster
- Introduce your Organization! (Optional)
  - You are welcome to take a few minutes at the beginning of the workshop to promote your organization, make a land acknowledgement, announce any upcoming events etc.

- **If you want to capture participant contact information** this would be a great time to pass around an email sign-up sheet. *(Per our privacy policy we are unable to give out copies of workshop rosters or share participant contact information.)*
- Assist with breakdown at end of workshop.

## What types of outreach is expected?

In order to prevent duplication, we ask hosts to focus on just a few outreach efforts while we take care of the rest. Here is a breakdown of who does what:

- EMSWCD takes care of broad promotion to newspapers, community calendars and list-serves, etc.
- You (the Host) invest your energy in your own community and network. By reaching out through following channels, you will attract your local audience:
  - **Share on Social Media!**  
Nextdoor & Facebook are the top 2 ways that people hear about our workshops. If you have a website, event calendar and/or e-newsletter, please share event information there as well. Please observe the following requests:
    - ✓ Please acknowledge that the workshop is “provided by EMSWCD”
    - ✓ Please use event descriptions only from our website or the fliers we provide you.
    - ✓ Please use the following link and clearly direct people to our events page so they can pre-register online - <http://emswcd.org/workshops-and-events/upcoming-workshops/>.
  - ✓ If you create an event page on Facebook, please send us a link to it so we can also cross promote on the EMSWCD Facebook page as well. This will also prevent multiple event pages for the same event.
  - **Event Fliers: *We make ‘em, you post ‘em!***  
We will create a flier and send that to you in a short while. Please print and share fliers with local shops, libraries, coffee shops, garden stores, churches, community centers, to other partner organizations, etc. They usually happily accept fliers for community tables or message boards.
  - **Talk to People!**  
Head out to neighborhood & community meetings, church services, and other gatherings. It’s a great way to let people know about the workshop and pass out fliers.