

FCWG PRESENTATION POLICY -- approved 5/26/2022 --

Type of presentation: LECTURE

Definition: An information talk that has no physical product

Member or Outside presenter: can be either

Venue: part of regular meeting

Estimated time for presentation: About 1 hour

Cost to FCWG: Optional or \$35 a member, \$50 to a guest

Cost to individual member: none

Cost to guest: none

Supply charge: none

Additional Note: If an outside presenter requests a larger fee and/or has reimbursable travel expenses, the BOARD will vote on the amount prior to the time the final arrangements are made. Payment amounts for multiple presenters at one lecture will be determined by a Board vote.

Type of presentation: DEMONSTRATION

Definition: An informational presentation either by a member or outside presenter that may have hands-on instruction, but no end product.

Member or guest presenter: can be either

Venue: part of regular meeting

Estimated time for presentation: Generally 1 – 2 hours and/or completed during normal meeting time.

Cost to FCWG: Optional or \$35 to a member, or \$50 to a guest

Cost to individual member: none

Cost to guest: no charge

Supply charge: **none unless there is a hand-out; any charge needs to be announced in advance. If there is a "product" the presentation is a mini workshop)**

Additional Note: If an outside presenter requests a larger fee and/or has reimbursable travel expenses, the BOARD will vote on the amount prior to the time the final arrangements are made. Payment amounts for multiple presenters at one demonstration will be determined by a Board vote.

Type of presentation: MINI WORKSHOP

Definition: A structured presentation where there is hands-on instruction and a product: a sample or finished product or finished product or a product-in-progress and/or handouts and supplies to be taken home.

Member or guest presenter: can be an experienced member or qualified outside instructor

Venue: part of regular meeting

Estimated time for presentation: Generally will follow the business meeting and completed that day.

Cost to FCWG: \$50 to a member presenter; up to \$200 for an outside presenter.

Cost to participants: None or minimal with advance notice. A participation fee, prorated among the participants, may be requested to cover additional costs provided they are requested at the time the workshop is announced.

*Supply charge: to be paid by participants****

Cost to guest: Guest participant would pay a surcharge of \$10 plus prorated fee and supply charge

Additional Note: If an outside presenter requests a larger fee and/or has reimbursable travel expenses, the Board will vote on the amount prior to the time the mini workshop program arrangements are finalized.

Payment amounts for multiple presenters at one mini- workshop will be determined by a Board vote.

Type of presentation: FULL WORKSHOP

Definition: : A structured presentation where there is hands-on instruction and a product: a sample or finished product or a product-in-progress and/or handouts and supplies to be taken home. Total cost of a workshop should include, in addition to the presenter's fee, transportation, meals and lodging (i.e. hospitality) and venue. For a workshop to be viable there must be guild participants equal to 25% of the paid members.

Member or guest presenter: qualified member or outside professional instructor**

Venue: not associated with a meeting; has a separate venue

Estimated time for presentation: Generally a 1 or 2 day workshop; every other year unless approved by a majority of the members.

Cost to FCWG: The Guild will pay a portion of the total costs.

Cost to Participants: Participants will pay a prorated portion of the total cost, up to 60% *

Supply charge: to be paid by participants***

Cost to guest: \$25 guest fee, + prorated portion + supply charge

*To extend the time and number of well-funded workshops, the money collected for the total fees paid by additional participants, beyond the 25% minimum number, may revert to the Guild to "feed" our educational fund.

* define "**qualified**" and "**professional**": qualified member = proven experience of the topic and some previous teaching experience. Professional instructor = has had previous paid presentation of the same subject matter. If a member is also a professional, the Guild would expect a discount of her normal fee.