

# **FCWG Policy for Guild Presentations**

## **Adopted 9/21/2013**

This policy supersedes previous Guild motions and informal policies.

When the Guild arranges for presentations for programs (for members and non-members) the following arrangements constitute this Policy.

The Guild has three types of presentations. Those types are listed below with specified definition, payment, and other requirements.

- 1) **Lecture**: An informational talk given by a member or an outside presenter that has no physical product. Non-members are welcome without a charge.  
If the presenter has reimbursable supply expenses for each participant, it will be deemed a “workshop” instead of a “lecture.”  
The FCWG will pay a program fee for a “lecture”; a member will be paid \$35.00; an outside presenter will be paid \$50 either as a fee or honorarium. 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 “lecture” program arrangements are finalized. “Lecture” payment amount for multiple presenters at one lecture will be determined by a Board vote.
  
- 2) **Demonstration**: An informational presentation either by a member or outside presenter that may have hands-on instruction, but no end product. Non-members are welcome without a charge.  
If the presenter has reimbursable supply expenses for each participant, it will be deemed a “workshop” instead of a “demonstration.”  
The FCWG will pay a presenter fee for a “demonstration”; a member will be paid \$35.00; an outside presenter will be paid \$50 either as a fee or honorarium. If an outside presenter requests a larger fee or has reimbursable travel expenses, the Board will vote on the amount prior to the time the “demonstration” program arrangements are finalized.” “Demonstration” payment amount for multiple presenters at one “demonstration” will be determined by a Board vote.
  
- 3) **Workshop**: A program either by a member or outside presenter 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. “Workshops” are the only programs that have supply charges.  
The FCWG will pay a presenter fee for a “workshop”; a member will be paid \$35.00; and, an outside presenter will be paid \$50 either as a fee or honorarium. 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 “workshop” program arrangements are finalized. “Workshop” payment amount for multiple presenters at one “workshop” will be determined by a Board vote.  
Non-members shall pay a \$10 fee to attend a workshop along with the supply charge fee.  
“Workshops will also usually have a supply charge from the presenter to cover the cost of the product and/or handouts and/or supplies. The amount of the supply charge shall be determined and made known to the membership prior to the day of the “workshop.”

Members shall pay the supply charge only; however, non-members shall be charged both the fee and the supply charge to participate in a workshop. (Note: The \$5.00 workshop fee that was previously charged to members is no longer required.)

In the unusual occurrence of the presenter charging the Guild a blanket amount for supplies or handouts separate from the fee, that amount will be apportioned and collected from the participants as an individual supply charge at the time of the workshop.

Before the “workshop” begins, the Treasurer shall collect the supply charge amounts from each participant in the “workshop”, both members and non-members; the Treasurer shall bank the collected supply charge amounts; and, shall pay the total collected supply charge amount to the presenter with a Guild check on the day of the “workshop.”