

# Workshop Procedures for OSF 2011

## Reasons:

- 1-cost recovery
- 2-regulate overloading workshop facilitators with participants rushing the table

## Procedures:

- 1-Workshop facilitators will be responsible for organising workshop supplies ahead of time.
- 2-Workshop facilitators will be reimbursed for supplies upon providing the OSCS with receipts (cost should not exceed an amount agreed upon by the OSCS & the workshop facilitator in question).
- 3-Workshop facilitators will assemble workshop supply 'kits':

Number of kits will be dependant of number of participants that the facilitator can handle in a single workshop (regulation tool – usually 10 participants/workshop).

Kits will be sold on for the amount that the supplies cost per kit.

Participants will keep the contents of the kit for themselves after the workshop.

Kits may include basic tools as well as supplies needed for the workshop.

Price should be kept to a reasonable amount as to not deter participation (\$20-\$40).

Individual kits should be put into ziplock bags or another means of keeping them separate.

Kits should be ready & given to the registration table at the beginning of the festival day.

Registration table will sell kits to participants for OSCS

## Example of how this should work:

Johnny is going to be facilitating a sewing workshop.

Before coming to Fort Simpson he will make sure that he has the sewing machines needed (or come up with an alternative arrangement) he will also have a good pair of sheers ready for workshop participants to share at the workshop.

He will go to the store & buy the material & needles needed for participants to use as well as ziplock bags.

Johnny will then figure out how much material & needles each participant will need for the workshop & assemble the needed supplies in individually prepared ziplocks for each individual participant.

At festival time he will provide the registration table with the kits before the Festival venue opens at a price predetermined by the facilitator & festival staff.

Participants in the workshop will buy the kits from the registration table then come to the area where the workshop will take place.

Johnny will provide the receipts for the material, needles, & ziplocks that he has bought for the workshop participants & will be reimbursed by the Open Sky Creative Society.

*Please contact the Festival office if you have any questions with regards to this procedure. (867)-695-3005 or [open\\_sky\\_society@yahoo.ca](mailto:open_sky_society@yahoo.ca).*