

ABBREVIATED HOSTING CHECK LIST

(See, "Information for Volunteer Hosts" for more information.)

When	What	
10 - 14 days before the class	Contact Instructor via Phone or Email, using information on monthly class chart.	Explain your role; Address any questions or concerns; See if name tags needed; Get bio information to use when instructor is introduced.
	Obtain information about the venue, if needed.	If you have questions, contact Darlene (549-0457).
3 days before the class	Receive class roster from Darlene; Make name tags, if requested.	
Day of the Class <u>Before the class starts:</u>	Arrive at least 30 minutes before class; Help set up – if required; Set-up table for check-in; Lay out flyers, handouts, etc. Check people in;	If person not registered, provide Walk-in Registration form <u>if</u> sufficient seating available; Obtain waivers, if required;
<u>When class begins:</u>	If class start is delayed by AV or other problem	Announce to all when class is expected to begin;
<u>During break</u> (if there is one)	Point out restrooms; Say a Word about LLCC	<u>If</u> you are comfortable doing so; Roster states #of non-members.
<u>At Conclusion</u>	Introduce the Instructor or ask someone else to do it;	Some instructors prefer not to be introduced; ask him/her.
	Start circulating LLCC Thank You Note for Instructor	<u>If</u> this is possible. With certain classes/tours, this is not possible.
	Prompt instructor when time for class is overthen . . .	Ask attendees if they wish class to go over allotted time
	Take the lead in thanking the instructor/presenting Thank You Note to instructor; Assist in putting room back in order	Again, at times not possible. If not possible, send follow-up thank you letter.
As follow up:	Provide feedback to Darlene	If you feel this would be helpful.

THANK YOU – without YOU there would be no LLCC classes!