

## Class Host Cheat Sheet

Please use this as a guide for hosting classes at the Gardens

**Hosting should be easy and fun**-we are there to help the speaker as well as greet the guests and make them feel welcome-that's our main goal. Here are a few suggestions:

- **Arrive about an hour before the class start time**
- Place the "Classes in Back" sign out front in the Gardens (it is in the closet at the front of the room).
- Assist the speaker in getting set up (computer\*, microphone, white board, etc.). There should be instructions for running the microphone attached to the equipment in the back of the room.
- Get out the sign in sheets, Almanacs, and any brochures appropriate (they should be in the container with the blue lid on a shelf on the back of the display table with the mirror).
- Write the name of the class, speaker and CCMG web address on the white board CCMGA.org=Cumberland County Master Gardener Organization.
- Check the bathrooms to be sure they have toilet paper and paper towels as well as soap.
- Place the donation container along with the sign out on the table. Please point it out to the class participants.
- In the past, we served coffee and water but with larger classes, not necessary anymore. Most people bring a water bottle or beverage with them. Feel free to put out a few pitchers of water if you wish.
- Greet guests as they arrive and check them off on the attendance list provided. Make a check mark for each guest. Unregistered guests should sign in.
- **Introduce the speaker!** A brief chat with him/her asking how they would like to be introduced may be helpful.
- Also mention some "housekeeping" items: Point out where rest rooms are located, mention donation jar and why donations are so important for CCMG (we are a non-profit and donations help pay cost of handouts as well as support the summer intern). Keeps us from having to charge for classes. Mention sales of almanacs, zip drives and CDs.
- Thank the speaker when he/she finishes.
- **Ask guests to fill out an evaluation**-Jennifer Burns will provide QR codes that will link to the website so they can do them easily on their smart phones. There are many of them in an envelope in the blue

lidded box. There should be paper evals (for those that prefer paper) in the blue lidded box. Place the filled-out evaluations in the folder in the blue lidded box.

- Place any monies collected for sales of almanacs, CDs, and zip drives as well as donations in an envelope with the date. There is a form in a brown envelope in the blue lidded box that includes each of the categories just mentioned. Fill it out and place it in the envelope with the money and seal it. Bring upstairs to Jennifer Burns for placement in the safe. If the class is held on the weekend, place the sealed, dated envelope in the blue lidded box and Jennifer will pick it up when she returns on Monday.
- Retrieve the "Classes" sign from the yard.
- Bring attendance list up to Jennifer or place in the blue lidded box if the weekend.
- Be sure microphone and speakers are turned off.
- Return the mouse to the blue lidded box.
- Turn out the lights.
- Make sure the door is locked before you leave.
- Don't worry if things don't go perfectly- **if the speaker was able to present and the guests enjoyed the class, that's a success!**

#### EMERGENCY NUMBERS:

Julia Wood 253-740-4701 (text if no response)

Walt Hitch 931-260-1498

Jennifer Burns 931-261-6775 (text if no response)

#### NOTES

\*Computer/media instructions: Computer is often set up by staff prior to class. IF NOT: 1) Turn on each of the monitors with the remote (usually located on the table in front or on the ledge by the kitchen). 2) Plug in the cable to the computer. 3) Turn on the computer and plug in the mouse which is located in the blue lidded box. The username and password is taped to the computer. 4) If a speaker brings their own laptop, they most likely will set it up themselves but you may need to help with the monitors and cable. 5) Shut down computer and shut off monitors.