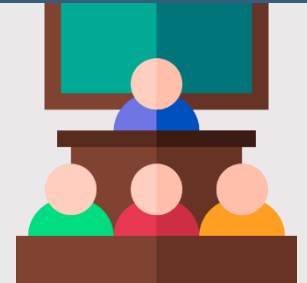




Set Up Classes

PREPARE MBS FUNDAMENTAL AND SKILLS CLASSES

A bonsai class is a series of educational and work sessions. Small groups of people meet together with an instructor over a short period of time to concentrate on a defined area of study. Classes typically use interactive and immersive technique to take the student through a developmental progression of study from initial styling through refinement work and technical progression of techniques from wiring through ramification work. The list below is a time line and checklist for the MBS classes.



- Create Class Budgets**
Collect information for the budget such as, instructor fee, travel fee, room fees, lunch fee and other expenses such as books and/or material.
If books or material is to be provided ensure the instructor manages getting it.
Determine cost of Class. Refer to a previous example.
- 3 months Prior**
Ensure presenters are confirmed for Fundamental and Skills classes. Determine dates instructors want for their classes. Update the MBS Schedule with these dates. Work with the Artist Liaison (Melissa) to have them create a contract for the instructor engagement that spells out date, times, fees, payment schedule and expectations (see **At the Class**).and sends it.

Review budget preparation.
- 2 months Prior**
Remind instructor.
For classes ask to see the signed contract from the Artist Liaison (Melissa).
Create an article for the newsletter on the instructors. Get instructor information to Newsletter editor (Melissa) and Webmaster (Pam).
- 1 month prior**
Work with the Eventbrite guru (Melissa) to have registration created. Create an article for the newsletter on the Class. Get all information to Newsletter editor (Melissa) and Webmaster (Pam). Ensure president (Rick) has requested the room with tables for classes or appropriate venue for classes.
- At the Class**
Ensure instructor knows they are responsible for room set-up tables with plastic, chairs, garbage cans, removal of garbage and returning room back to normal. (It should be in the contract.).
After conclusion of the Class
Ensure you or the instructors have submitted an invoice if they are to receive fees or expense.
- After the class series**
Ensure Treasurer gets the invoice if provided and payment is made.
Send a thank you email and solicit feedback from instructors.