



Set Up Workshops

PREPARE MBS OPEN OR ARTIST WORKSHOPS

A traditional bonsai workshop is one in which the artist and participant work together to design a bonsai. Sometimes material is provided while at other workshops you bring your own material for styling. Open workshops have a designated theme such as transplanting or wiring. In all cases novice and experienced members work and share ideas on trees. Each participant provides his/her own tools, wire, potting materials and tree to work on. The list below is a time line and checklist for the MBS workshops.



- Create Workshop Budgets**
Collect information for the budget such as, artist fee, travel fee, lunch fee and other expenses the artist/presenter has listed. Determine if material is to be provided and where it will be sourced. Determine cost of workshop. Refer to a previous example.
- 1 month prior**
Work with the Eventbrite guru (Melissa) to have registration created. Create an article for the newsletter on the workshop. Get all information to Newsletter editor (Melissa) and Webmaster (Pam). Ensure president (Rick) has requested the room with tables for general meetings or appropriate venue for workshops.
- 3 months Prior**
Ensure presenters are confirmed for Open Workshops
Work with the Artist Liaison (Melissa) to have them create a contract for the artist engagement that spells out date, times, fees and expectations and sends it.

Review budget preparation.
- At the Workshop**
Ensure room set-up tables with plastic, chairs, garbage cans. For Artist workshops, ensure you or someone else Introduces the Artist with short biography. Watch the time to ensure artist has time for lunch and/or other activities. After conclusion of the workshop, ensure room is back to normal as it was before the workshop. Ensure garbage is taken to the dumpster. Ensure you or the artist have submitted an invoice if they are to receive fees or expense.
- 2 months Prior**
Remind presenters for Open Workshops
For Artist workshops ask to see the signed contract from the Artist Liaison (Melissa). Have the Artist Liaison (Melissa) ask the artist if they need a projector or other device? Create an article for the newsletter on the Artist. Get artist information to Newsletter editor (Melissa) and Webmaster (Pam).
- After the Workshop**
Ensure Treasurer gets the invoice if provided and payment is made. Send a thank you email and solicit feedback from presenters.