

Woodworkers of Central New York, Inc. Engaging Paid Demonstrators/Speakers



The Woodworkers of Central New York, Inc. (Woodworkers CNY), generally through its Committees (Carving, Scrolling, Turning, Woodworking) may engage paid demonstrators/speakers (herein referred to as a Demonstrator) from outside the Corporation to present demonstrations, workshops, and other sessions. When engaging these professionals, a designated member representing the Corporation shall follow the guidelines below to insure that.

Event Chair

- ❖ The Committee Chair or President shall designate one person to be the *Event Chair* for a specific event.
- ❖ The Event Chair shall:
 - Be the responsible contact with the Demonstrator.
 - Develop a budget for the event in consultation with the Committee Chair.
 - Provide the Committee Chair or President with the following:
 - Pre-Event Summary
 - Completed *Event Notification & Approvals* form (if needed, COLI request)
 - Signed demonstrator contract for presentation to the Board for Approval at least four months prior to the event (preferably six months).
 - Develop materials for all social media platforms that will include photos as well as text at least three (3) months prior to the event

Event Summaries

- ❖ The Event Chair in consultation with the Committee Chair or President shall generate two different *Event Summaries* – one presented to the Board pre-event with a signed Demonstrator contract for approval and one post-event giving a final summary of the event.
 - **Pre-Event Summary** – This brief summary shall include at least the following items: demonstrator name, demonstrator cost (from the contract), summary of the demonstration/workshop/etc., location of event, event budget, fees to be charged for attending the event, and any other miscellaneous information the Board will need to approve.
 - **Post-Event Summary** – This brief summary shall include a description of the demonstration, what went right, what could be improved, budget versus actual expenses, thoughts for future events, and any other miscellaneous information for the record or future reference.

Event Budget

- ❖ The Event Chair and Committee Chair shall develop a budget for the event and submit it with the *pre-event summary* and *demonstrator contract* to the Board for approval.
- ❖ The budget shall include but not be limited to the following: demonstrator cost (fees, travel, shipping expenses, etc.), event location rental and setup costs, refreshment costs, portable toilet cost (if needed), supply costs (for workshop participants or demonstrator), fees to be charged for the event, etc.

Event Notification and Liability Insurance

- ❖ The Event Chair and Committee Chair shall complete an *Event Notification & Approvals* form and submit it with the *Pre-Event Summary* and *demonstrator contract* to the Board for approval.
- ❖ If a Certification of Liability Insurance (COLI) is required by the event sponsor or venue, that request shall be included on the *Event Notification & Approvals* form.

Communications

- ❖ All contacts with the Demonstrator(s) shall be professional, and not speak negatively about the Corporation, past issues, or other controversial situations.
- ❖ Notes of conversations (by phone or email) shall be maintained in a single document that can be used as part of the historical record of the event and for future reference.

Contract

- ❖ All paid demonstrators must complete the appropriate contract for their event.
 - WCNY Demonstrator Contract – General Professional Demonstration Agreement
 - WCNY Demonstrator Contract – Professional Turners Demonstration Agreement
- ❖ The Event Chair shall discuss with the demonstrator whether the event can be recorded and if there are limitations for use by the Corporation.
- ❖ Contracts shall be signed by the appropriate Committee Chair with a copy returned to the demonstrator after approval by the Board of Directors.
- ❖ The original contract will be maintained by the Corporation Secretary.
- ❖ Approved copies of the final documents shall be retained by the Committee Chair and the Event Chair for reference.

Scheduling

- ❖ The Corporation calendar and each of the four Committee Chairs shall be consulted to identify open dates and conflicts when scheduling a demonstrator.
- ❖ The Event Chair shall verify that any event facilities (e.g. Eight Acres Event Center, Beaver Lake Nature Center, or the Belgium Cold Springs Fire Dept. Community Room) are available and approved for use.

Demonstrator Accommodations

- ❖ A discussion shall be held with the demonstrator regarding their preferences for any overnight accommodations that are needed.
- ❖ If the demonstrator is willing to stay with a member, the members shall be solicited for their willingness to host the demonstrator.
- ❖ Associated costs for accommodations and transportation to a hotel or elsewhere shall be included in the contract.

Refreshments

- ❖ The Event Chair and Committee Chair shall determine how lunch is provided for the demonstrator and include this in the event budget as needed.
- ❖ The Event Chair and Committee Chair shall determine if there will be an evening dinner for any overnight demonstrator and budget as needed.
- ❖ The Event Chair and Committee Chair shall determine whether any refreshments will be offered to participants at the event. If refreshments will be offered, the *Pre-Event Summary* shall provide plans.

Social Media Materials

- ❖ A summary of the event, the demonstrators background, and relevant information regarding date, location, and costs shall be prepared and sent to the Corporation mailbox – woodcny@gmail.com – at least three (3) months prior to the event.
- ❖ Photos of the demonstrator, the demonstrators expected demonstrations, and other works by the demonstrator shall be sent to the Corporation using *WeTransfer* to the Corporation mailbox – woodcny@gmail.com – at least three (3) months prior to the event.

Motion and first reading: July 24, 2019

Revised 9/12/19

Second Reading: September 25, 2019

Approved:

Woodworkers of Central New York, Inc.

Engaging Paid Demonstrators/Speakers - Checklist



Action	Who Completes?	Completion Date	Notes
Appoint Event Chair for a specific event	President or Committee Chair		
Contact Demonstrator	Event Chair		Use appropriate WCNY Demonstrator Contract
Develop Event Budget, including identifying fees to be charged	Event Chair		
Coordinate Facility Arrangements	Event Chair		Consults with other Committee Chairs for Conflicts and Eight Acres Owners for Open Dates if needed
Develop Pre-Event Summary with Budget, completed Event Notification & Approval form, Signed Demonstrator Contract	Event Chair		Provides to Committee Chair or President 3 months prior to event
Present Event for Approval by Board of Directors at Meeting	Event Chair, Committee Chair, or President		
Sign Demonstration Contract	President		Original provided to Secretary for scanning, forwarding back to Event Chair
Provide Demonstrator with any down payment and copy of Contract	Event Chair		Check is obtained from Treasurer
Develop Social Media Information	Event Chair		Provides to Newsletter Editor, Website Manager, etc. 3 months prior to event
Add Event Information to Newsletter	Newsletter Editor		
Add Event Information to Website	Website Manager		
Notifies other Regional Clubs of Event	Event Chair & Others		
Coordinate Housing Needs	Event Chair		Whenever possible, house with members
Obtain COLI if needed	Treasurer or President		
Request recording of Event	Event Chair		Request provided to Video Team
Coordinate lunch for the demonstrator	Event Chair		
Coordinate refreshments for event	Event Chair		
Develop Post-Event Summary	Event Chair		
Presents Post-Event Summary to Board of Directors at Meeting	Event Chair, Committee Chair, or President		
Consolidate all materials related to the event into a single document for historical record	Event Chair		Forwards copy to Secretary for incorporation into Corporation records