

# ILYM PROGRAM LOG

## Workshop Coordinator

Workshop Coordinator responsibilities requires communication with Friends throughout ILYM. There are often felt needs for workshops that can be discovered with a little solicitation. There are also many Friends who are willing (even eager) to lead workshops, they just need to be given an opportunity to volunteer. This might involve something personal in addition to the general announcement about workshop proposals. Titles and topics of workshops may initiate with the planning group, evaluations, workshop coordinator or others.

### Fall:

- Work with the Program Planning Group in assessing evaluations, developing a theme for Annual Sessions, considering topics for workshops and leaders that would enhance the theme.
- Work out the number of workshops scheduled. This may depend on proposals received. Having fewer of good content is probably better than having a bigger number because you received a large number. In the past, the average amount of people attending workshops has been 50, with less people on Thursday and more on Saturday. Generally having 5-7 workshops on Thursday and 6-8 on Friday and Saturday seems to work in terms of getting a group of 6-8 people at a workshop, noting that with 8 workshops there might be a few that might have only a few people attending, especially if there is a popular one which draws a large number of people.
- Prepare a simple workshop proposal form (a sample follows). This form will be distributed by the Administrative Coordinator. If you do not see a need to make changes to the questions on the form, you can just send the Administrative Coordinator the contact information for the person to receive the filled out forms.
- If there are workshop leaders you wish to recruit, they should be asked to lead a workshop as soon as possible to give them time to prepare.

### Winter:

- Check with speaker coordinator and ILYM representatives to wider Quaker organizations for names of speakers and representatives who will be attending ILYM and may be interested in giving a workshop.
- Assure that the proposal form has been sent out by the Administrative Coordinator at least a few months before the return due date. It is good for the proposal forms to be distributed in January.

### Spring:

- Confirm receipt of workshop registration from each leader and offer whatever information is needed.
- Inform proposal submitters whether their proposed workshop has been scheduled or has not been scheduled.
- Send workshop titles, descriptions, days being offered, qualifications for participation to the Administrative Coordinator by early March for inclusion in registration materials.
- Before the end of April, send the Administrative Coordinator the contact info for presenters who are not part of ILYM.
- Make sure that requested equipment/supplies are available. There are a few easel and easel pads at the meetinghouse.

### At Annual Sessions:

- Be available to give assistance to workshop leaders, deal with the unexpected, etc.

## Workshop Proposal

Illinois Yearly Meeting  
201xx Annual Sessions, June xx to xx

**Theme: xx xxx xxxxxx xxxx xxx**

[insert brief theme description, usually used in other material]

Please return this form by March xx to:

name  
address  
city, state, zip  
email  
phone number

- 1) Title of Workshop:
- 2) Name and Affiliation (organization or ILYM monthly meeting) of Workshop Leader and any co-presenters:
- 3) Contact Information (address, phone(s), e-mail):
- 4) Description and Format of Workshop and Why Should Friends Attend?:
- 5) Preferred day(s) workshop will be presented: Thursday\_\_\_ Friday\_\_\_ Saturday \_\_\_
- 6) If the workshop is for more than one day, will it be a continuous workshop, with participants expected to attend both sessions?
- 7) Are participants free to attend additional sessions if they did not attend the first session?
- 8) Will identical sessions be offered on each day?
- 9) Qualifications for Attending: (Open to all? Only women? Only men? Do participants need to bring anything with them? Is there a limit on the number of participants? Etc.?)
- 10) Equipment and Logistical Needs: (Are tables, TV/DVD, chalkboard, electricity, an indoor location or any other equipment needed for this workshop?)
- 11) Anything else we need to know?

**Please submit by March xx**

**You will get a confirmation about receiving the proposal soon after it is received.  
We will be in touch with you regarding the potential scheduling of the workshop  
by the end of March.**