

## Clay ConneCTion 2016 Retreat Guidelines

5/21/2016

### **I. Retreat Coordinators (Sharon and Libby) – in charge of overall organization, final approval of purchases, review and request approval from membership on rental and facility issues, primary contact for rental and facility contacts, massage therapist, direct efforts of coordinators, ensure facility requirements concerning insurance and safety are met.**

- A. Develop retreat guidelines, update as necessary, distribute to guild (on-going) (Sharon)
- B. Insurance (Sue - done)
  - 1. Request policy (faxed contract to Tyler Benson, Underwriters Insurance, 203 288-9443)
  - 2. Approve, sign and return
  - 3. Send check
- C. Facility
  - 1. Contract (Sharon-done)
    - a) Request
    - b) Approve, sign, return
    - c) Send deposit check
- D. Announce coordinator vacancies and request volunteers (on-going)
- E. Develop written retreat schedule (July) (Sharon) Preliminary emailed to Attendees
  - 1. Schedule of events
  - 2. Facility
  - 3. Arrange for Massage Therapists ( Kristie Foss - dates and times TBD from registrations)
  - 4. Volunteer Coordinator acknowledgements
- F. Welcome, update info email/mailed to registered attendees (on-going)

### **II. Registration Coordinator (Sharon) – in charge of providing a smooth registration process for participants, maintaining an accurate count of participants and payments, computer database use required.**

- A. Develop (update) registration form
  - Publish on Guild's web site (Jenn/Sharon - done) Facebook Group file (Sharon - done)
- B. Email to potential participants (ongoing)
- C. Receive registration forms and payment (ongoing)
  - 1. Create a database (done)
  - 2. Enter registration information in database (ongoing)
  - 3. Deposit checks/money orders in Guild's account (Sue R., on-going)
  - 4. Produce database reports
- D. Prepare room assignments, prioritize handicapped accessibility, roommate requests (hot, cold) (July) (Sharon )
  - 1. Provide Facilities Office list of attendees and room assignments for key card (June 27) (Sharon)
- E. Provide dietary requirements to dining hall director (Sharon)
- F. Develop confirmation package (Sharon)
  - 1. Key deposit check - \$25.00, return when key card is returned
  - 2. Check-in time and location
  - 3. Parking location
  - 4. Freedom Swap and Marketplace info
  - 5. Driving instructions
  - 6. Campus map
  - 7. Emergency contact card (include car license tag number / cell phone) (extras for check-in)
- G. Send out registration confirmation to participants (ongoing) (*include Comfort Packet*)
- H. Name tags note: consider different (decoration) for coordinators (Retreat)
  - 1. Create printed name tags
- I. Produce attendance list for participants (Retreat) (Sharon)
  - 1. Name
  - 2. Address
  - 3. E-Mail address / phone number
  - 4. URL

### **III. Graphics Coordinator (Sharon) (July)**

- A. Produce event signage
- B. Post event signage, including retreat schedule by doors to Room 1962
- C. Format and produce retreat schedule
- D. Produce table tents
- E. *Produce Massage sign up sheet - to be filled out at registration*

### **IV. Promotion Coordinator – provides retreat publicity Sharon / Libby / Carole**

A. Develop retreat notice, send to: (April)

1. Our own web site
2. International's web site
3. Polymer Clay Central
4. Nearby regional guilds – New York, New Jersey, Central New England, Lexington Southern New Hampshire, Maine, Philadelphia, Washington, D.C. Rhode Island
5. Connecticut Bead Society
6. Bead & Button Polymer Café
7. Polyform
8. Guild's Facebook Page (Carole) *Request*

**V. Hospitality Coordinators – welcomes participants; receives name tags, attendance list, copies of registration forms from Registration Coordinator and retreat schedule from Graphics Coordinator, Debbie, Lisa G (Retreat) Check-in @ table nearest to door Libby / Sharon / others?**

A. Register attendees

1. Room key cards, collect \$25.00 check
2. Name tags
3. Retreat Items / Paperwork, receive from Promotion Coordinator
4. Retreat schedule
5. Attendance list (**Confirm Massage and Offers to Volunteer**)
6. Table tents
7. Collect emergency info cards
8. Handle dorm room concerns, report problems to student working with Events

B. Check out participants

1. Collect room key cards, return \$25.00 check

**VI. Studio Coordinator – in charge of open work area, demonstration and baking areas, massage therapy area Lisa G./Co-coordinator for the day Laura B/Melinda/Gerry (Retreat) Designate Coordinator by Balloon Bouquet**

A. Reserve demonstration area Crow's Nest

B. In accordance with the facility's safety guidelines, direct oven and buffer placement

C. Ensure each oven/buffer is clearly marked with the owner's name and any special operating instructions

1. Ovens loaned by the Southern Connecticut PC Guild and:  
Sharon, Sue, Libby, Diane (bring potholders, oven mitts, therm.)
2. Buffer loan (guild's)

D. Coordinate location and set-up with massage therapist

E. Organize and arrange

1. Wine & Dessert Welcome and ArtWear Night (Thursday evening)
2. Retreat Auction table (Saturday)
3. *Ice Breaker - Group event (Friday Afternoon)*
4. Saturday night event table (Saturday) *LCR*
5. Bottles of Hope Challenge (Sunday) Reserve space / table for bottles not judged
6. Table coverings (Lisa)

F. Coordinate comfortable temperature settings with the security office

G. Ensure security of participants' belongings

H. Purchase snacks and refreshments and set out in Crow's Nest kitchen (Lisa, Marilyn, Cat)

**VII. Demonstration Coordinator – schedules and monitors demos (Christy, Michelle P ?/ Carole) Split Shifts am/pm 1 per person (Retreat)**

A. Request and obtain demo materials list and hand out prior to retreat (July)

B. Provide demo sign-up sheet, demos have 30-minute limit

C. Schedule demos - White Board with list of upcoming demos - (*White Boards ?*)

D. Maintain a list of demonstrators

E. Announce upcoming demos in workroom - Tone to signal 5 minutes to next demo (Debbie)

F. Present each demonstrator with a Thank You (Christy ?)

G. Schedule manning of Overhead Demo screen (*check*)

**VIII. Clay ConneCTion Marketplace Coordinator - Lynne Ann**

A. Maintains a list of participants (list from email response to Lynne Ann)

B. Payment of \$6 per half table will be collected at check-in

C. Assign tables to participants

D. Supervise the marketplace area, direct customers to the party selling the items

**IX. Wine and Dessert Party / Welcome Thursday Night (Marilyn/ Cat/ Lisa ???)**

- A. Purchase wine and non-alcoholic beverages, desserts - Lisa / Marilyn / Cat ?? (*Liquor - Carole*)
- B. Set up refreshments in Crow's Nest
- C. *"Wear Your Work" "Wear Your Favorite Outfit" Event*

**X. Friday Afternoon - Group Themed BOH Ice Breaker (Deb)**

- A. *Groups picked / themes assigned / silly prizes*

**XI. Friday Night - No Activity Planned**

- A. Off campus information - Melinda ?

**XII. Retreat Auction Coordinator (Melinda, Carole, Deb, Lynne Ann (onsite) )**

- A. Contact polymer clay and related suppliers (May)
  - 1. Send notice and guild introduction
  - 2. Request and receive auction donations
  - 3. Maintain up-to-date list of donors, provide to Webmistress for thank-you web page (July)
  - 4. Compile and copy donor contact info sheet for auction (July)
  - 5. Arrange group "Thank You" photo and Thank You Note, send to all donors (Retreat) ???
- B. Obtains Auction tickets from Sue
- C. Receives donated items from Promotion Coordinator, number each (July)
- D. Reserves a small box/bucket with lid for each item (Libby ?? ) (July)
  - 1. Clearly mark each box with the item's number, name and donor
  - 2. Cut a small slit in each lid
  - 3. Tape each lid to its matching box
- E. Set-up display table (Early Saturday) (Retreat)
- F. Sell auction tickets, collect payment (cash or check made out to SCPCG) (Retreat)
- G. Has donor of item draw winning ticket from each box, announce winner (Retreat)
- H. Maintains accurate financial report, listing individual items and grand total (Retreat)

**XIII. Saturday Night Activity Chill - Left-Center-Right (Libby)**

- A. Poker Chips to be made by each participant - info in confirmation 3-9 chips
- B. Beverages left over from Thursday night welcome and Margarita's from Costco (Sue Rankin)

**XIV. Bottles of Hope Challenge Coordinator (Debbie)**

We'll need clean empty bottles

- A. Sunday, 11:30 a.m.
- B. Select judges ??? (Diane Gregoire, Last retreat winner if present, Mystery Judge?)
- C. Provide ribbons for each class (Sue)
- D. Classes (June-info printed in retreat schedule, bottles to be judged can be made ahead)
  - 1. Best use of color
  - 2. Best use of canes
  - 3. Most humorous
  - 4. Best animal
  - 5. Best floral
  - 6. Most convincing faux
  - 7. Best sculpture
  - 8. Best juvenile design
  - 9. Best masculine design
  - 10. Best disguised bottle
  - 11. *Judges' Choice*
- E. Award ribbon and prizes for Best of Show

**XV. Retreat Souvenirs**

- A. Denim Shirts to be ordered for delivery after retreat (*Sue-Rankin Sports \$20+sh*)
  - 1. *Can also be ordered on the website or by emailing Sue*
- B. *Tote Bag with CC'16 Logo*
- C. Retreat paperwork
  - 1. Format and output printed materials (Melinda / Sharon)
    - a. Schedule, Demo List, Area Attractions (*Can Do Early*), Massage Schedule Sign-up

**XVI. Clean-up Committee (Retreat) (List will be taken of volunteers and tasks to do early)**

- A. Check suites in residence hall
- B. Remove all signage from campus
- C. Retreat ends 3:00 p.m. VACATED BY 5PM (FIRM) Reminder note (Diane V)
- D. Cro's Nest Clean-up ( **Early Sunday am**)