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| **APPROX DATE** | **ACTUAL DATES** | **STATUS** | **ACTION ITEMS** |
| 23 to 36 months |  |  | * Seminar Host Committee announces/requests approval at Spring Annual or Fall Meeting
* Site selection according to Region needs
* Seminar logo and theme selected by Seminar Host Committee and approved by both Region board and National product design & sales committee
* Publicize in Apprize and/or Needle Arts (continue to send monthly for email blasts)
 |
| 22 months |  |  | * Prepare potential faculty list
* Host committee works with Seminar Coordinator to prepare initial work plan and budget
 |
| 21 months |  |  | * Proposal requests mailed to potential faculty
* Host Committee sends list of teachers submitting proposals to Regional Director for review
* Host Committee’s Dean of Faculty develops list of those teachers who have sent in proposals for use with host’s faculty selection committee
* Initial work plan submitted to Region Director for approval
* Once work plan is approved, loan request sent by Host Committee to the Region Director along with signed financial agreements (initiated by the Seminar Coordinator)
 |
| 20 months |  |  | * Week One & Two: Class selection committee and Region Director choose classes
* Week Three: If photos not already obtained, photograph chosen class projects
* Week Four: Notify faculty of acceptance or rejection – returning or shredding all proposals
 |
| 19 months |  |  | * Develop faculty contracts
 |
| 18 months |  |  | * Send faculty contracts to teachers
 |
| 17 months |  |  | * Faculty contracts due to Dean of Faculty (must then be signed by Region Director)
 |
| 16 months |  |  | * Ongoing general activities by all Host committees
 |
| 15 months |  |  | * Ongoing general activities by all Host committees
 |
| 14 months |  |  | * Ongoing general activities by all Host committees
 |
| 13 months |  |  | * Projects must be developed in time for preview at Seminar
 |
| 12 months |  |  | * Faculty projects preview at Region seminar
* Distribute materials at upcoming seminar
* Work with hotel on menu selection and pricing
 |
| 11 months |  |  | * Preview projects during seminar
 |
| 10 months |  |  | * Regular registration brochure developed and approved by Region Director and Seminar Coordinator
 |
| 9 months |  |  | * Revise regular registration brochure as needed to prepare for printing
 |
| 8 months |  |  | * Repay loan to Region
* Regular registration brochures distributed to chapters at Fall meeting
 |
| 6 months |  |  | * Regular registration is open between November 15 to December 31
 |
| 5 months |  |  | * Ongoing general activities by all Host committees
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| 4 months |  |  | * Regular registration closes on December 31
* Non-GLR registrations accepted after December 31
* Class assignments/decisions begun
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| **APPROX DATE** | **ACTUAL DATES** | **STATUS** | **ACTION ITEMS** |
| 3 months |  |  | * Late registrations will be accepted from January 1 through February 1 (late fee applies)
* Final class assignments/decisions made
* Registrar’s letter confirming class assignments and status is mailed by January 10 to participants with invoices for final payments - full payment deadline is February 1
* Menus confirmed with dietary needs communicated to host hotel
* Faculty action items:
	+ Sample letter from teachers to students due to Dean of Faculty by January 11 for review
	+ Teacher’s materials and classroom needs due to Dean of Faculty by January 11
	+ Letter confirming class status is mailed to teachers by January 20 (go or no-go)
	+ Teachers to purchase needed travel and advise Dean of Faculty with final arrangements by January 30 (advise Treasurer of same)
	+ Registrar Chairs & Dean of Faculty send list of participants to teachers by January 30
 |
| 2 months |  |  | * Invoice payments due February 1
* Last day to cancel is February 1 – no refunds – no exceptions – according to GLR policy
* Faculty action items:
	+ By February 1 – shipping labels to teachers & roommate choices to Dean of Faculty
	+ By February 1 – student letters mailed from teachers and teachers to send class instructions to Dean of Faculty
	+ Decide if full kit sent with pre-work – Coordinate with teachers to send pre-work and/or full kits only if full payment has been made (NOTE: make sure teacher contract reflects the same)
* Registrar furnishes information collected from registration forms to Seminar Host activity committees – nametag names; volunteers; merchandise night; teacher’s showcase, etc so confirmations can be sent as needed
* Participant booklet items to printing coordinator by February 28
* Tote bag items to coordinator by February 28
 |
| 1 month |  |  | * Last day for hotel reservations at seminar group rate is March 3 – review participant list with hotel to confirm registrations
* Kits to arrive to Dean of Faculty by March 15
 |
| 3 weeks |  |  | * Prepare and print: signs; first-timer certificates; teacher & participant evaluations
* Ongoing general activities
 |
| 2 weeks |  |  | * Confirm Night Out arrangements & counts with venue and/or transportation
 |
| Final Week |  |  | * Items shipped to hotel must be received no earlier than 72 hours prior to seminar’s start
* SEMINAR WEEK,,,!!!
* Hosting treasurer to complete and send 1099’s to National EGA Treasurer with each teacher’s receipts, their contracts, and payment forms
 |
| Following 60 days |  |  | * Hosting committee chairs send final reports as well as Policy & Procedure suggestions to hosting seminar chair
 |
| Following 120 days |  |  | * Hosting treasurer sends all funds to GLR Treasurer no later than July 31 (hosting chapter can close account)
* Hosting seminar chair sends all committee reports along with financial statement to Region Director, Region Treasurer, & Region Coordinator
* Once GLR audit is complete, GLR Treasurer sends 50% profits to hosting chapter
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