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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 |
| 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 |