



ASHFORD ARTS COUNCIL WORKSHOPS Guidelines for Presenters

On behalf of the Ashford Arts Council, we thank you for your willingness to volunteer your knowledge & passion with others, both AAC members and non-members. Our hope is that these participatory workshops will infuse further creativity, build a stronger community and inspire!

To assist you in this endeavor, we have outlined some guidelines that will help to ensure a smooth workshop. Please feel free to reach out to the AAC Workshop Committee for further clarification, etc. (see below for contact info.)

- All workshops are being held on the 2nd Thursday of selected months from 7:00 pm – 9:00 pm at the Old Warrenville Post Office (Rte. 44, across from the Ashford Town Hall). Please note, your workshop, and all necessary items, must fit into an approximate 20'x24' room as well as accommodate seating and “props” for participants. A restroom with sink is on-site. Table and chairs will be provided as needed.
- Workshops are open to the community. They are free to AAC Members; however, there is \$5.00 fee for non-Members. Checks are payable to: Windham Arts Org. (add in the memo line: AAC Workshop). Must have exact amount if cash. Collection of fees will be handled by an On-Site AAC Workshop Rep.
- As a presenter, you are required to provide a brief (no more than 150 words) bio and description of your workshop (including contact info. for registration and a materials list or a way to inquire about a materials list). If applicable, one photo (jpeg or png format) of your work may also be submitted. Send your submission one month in advance of your workshop to Carli Gidman, Gidmancreations@gmail.com so that these could be published in the AAC Corner News of the Ashford Citizen.
- You are required to bring a cell phone to the workshop in case there is an emergency during class that needs to be reported.
- All potential participants will contact you for registration and for any additional questions, etc. You are also responsible to notify your registered participants of any changes in your workshop (including cancellations).
- When it snows, cancellation is required. If there is an uncertainty about cancelling for severe weather conditions and/or events that may affect the safety of you and your participants, please contact Christine Abikoff (Exec. Admin. Asst. in Town Hall: 860-487-4400) no later than 24 hours prior to your workshop to confirm safe access to the building. The post office and its parking lot are last on the public works list to clear. Please note, the Town Hall is closed on Thursdays.
- An On-Site AAC Workshop Rep will open the post office a ½ hour prior to the start of the workshop and will assist (along w/other volunteers) in set-up & tear-down of table & chairs as needed.
- The post office must be cleaned of workshop materials and put back to its original condition no later than 9:30 pm.
- You are responsible for clean-up of all spills, etc. that occur during your workshop. Any facility damage must be reported to an AAC Workshop Committee member (see below).
- Thermostat, if changed while using the room, MUST be returned to original temp. upon leaving.
- Please allow approximately 10 minutes at the end of your workshop for you and your participants to complete evaluation forms. All completed evaluations can be handed to the On-Site AAC Workshop Rep.

Thank you again for promoting the Arts in our growing; and very creative, community!

AAC Workshop Committee

Christine Acebo – (860) 617-5609

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