

Support On The Day Of Class

Set Up:

- Carry (or schlep) Karen's bags out of the car and deliver to the room where the class is being taught. If there are stairs then either you or the person whom you appoint will do this. Karen WILL NOT CARRY bags in or out of the car, up or down stairs; it is just too hard/difficult on her knee.
- Arrange chairs or pillows in semi-circle for the expected number of participants;
- Provide signs to direct participants in the flow of the space, even if you think they are familiar--like a sign on the outside of the building that says where the class is being held.
- Arrange to have an area (tabletops, etc.) where Karen can put handouts on one table, and items for sale (DVD's, books, resuscitation equipment).

Support during class:

- Collect monies owed and match with roster
- Make sure everyone fills in the roster, fills out an envelope and puts on a name tag

Food and Beverages

- It is very important that you organize lunch plans (either potluck (preferred) or catered, paid for by participants);
- Provide a place for food for class participants (i.e., table or counter);
- Provide hot water for tea, coffee and drinking water. I am happy to cover the cost of anything additional you purchased for the class, save receipts.
- Lunch supplies that will be needed include: cups, plates, plastic-ware, napkins and garbage bags. I am happy to cover the cost of paper and plastic for the class. Save receipts.

Break Down:

- Follow Karen's direction for breaking down everything and putting into the bags. All the equipment needs to be packed in a certain way due to shipping issues
- Zip up suitcases, carry to car, assist with loading and help take to Fedex.
The class for Karen is not over until the bags are dropped off at Fedex.

Please notify Karen if you have any questions regarding the requirements or what is expected of a Class Sponsor. Thank you again in advance for all of your help - this class would not happen without you!