

## INSTRUCTOR EXPECTATIONS AND LOCAL CHAIRMEN'S COURTESIES CHECKLIST

DUTIES	Accomplished
Local Chairman reviews all instructors' contracts so requests and requirements are met.	
Local Chairman contacts instructors if requests/requirements are unclear. If no contact is made, it is assumed requests/requirements can be met	
All directions and contact (addresses, phone) information for the entire school or symposium (including school site, lodging) must be sent to instructors at least two (2) weeks in advance.	
Local Chairman or designate meets instructor upon arrival at airport, hotel, private home or school/symposium site at agreed upon time.	
If the instructor is arriving by plane, Local Chairman or designate should assist instructor with luggage, etc. or arrange for assistance. Transporting vehicles should be large enough to accommodate instructor's luggage and additional supplies.	
A storage or work room should be available to receive the instructor's properties, with adequate space, tables and helpers capable of moving the supplies.	
A workroom should be available for design instructors to create designs if she/he is unable to prepare designs in the lecture room.	
All staging supplies furnished by the committee should be ready upon instructor's arrival and in place as soon as possible. (Instructors shouldn't be expected to move properties provided by the committee from one room to another.	
Advise instructors of schedule including meals.	
All fresh plant material should be ready for the instructors' use.  For Horticulture, plant material should be conditioned, identified and uniformly labeled.  For Design, plant material is conditioned. Do not expect an instructor to go to the florist, nursery or private garden with the committee unless prearranged or instructor requests.	
Plant Material Substitutions:  For Horticulture: notify Horticulture Instructor immediately.  For Design: notify Design Instructor in order to recommend substitute plant/s or ask committee to keep in mind the original form and color of the plant material requested and make appropriate substitutions.	

<p>An instructor must have access to the lecture room immediately following the previous day's lecture, usually no later than 3:30p. Provide sufficient assistance to dismantle exhibits used for demonstration rapidly so set-up can begin.</p> <p>NOTE: Never should the same committee members who are taking the Written Point Scoring Examination or members of the day's Master Panel be assigned this duty.</p>	
<p>Assistance must be provided to move all exhibits and properties to the lecture room if created in a workroom. Instructors should have sufficient time to complete all exhibits used to demonstrate for the next day's lecture/s prior to the dinner hour.</p>	
<p>ALL exhibits for the Practice Point Scoring should be in place before the morning lecture begins.</p>	
<p>ALL exhibits for the Written Point Scoring Examination should be in place by morning break.</p>	
<p>Local committee member should request instructors' financial statements and pay them prior to their leaving the site, unless other arrangements are agreed upon.</p>	
<p>At the conclusion of dismantling and repacking, arrange for committee members to assist in reloading the instructor's vehicle or in providing transport to the airport. At the airport, arrange for assistance of a porter, if necessary, and arrange tip.</p>	
<p>Keep in mind, the instructor remains the guest of the school/symposium until the instructor arrives home.</p>	