

Skills Sharing Workshop Proposal

Thank you for proposing to host a skills workshop at PLOT 22. To help you do this and to ensure a safe, well-run experience for all, we ask that you supply the information on this checklist and read and sign the workshop host agreement below. This will also help us decide if it fits with our ethos, and ensure clarity about resources, donations or ticket money involved. We are happy to discuss any questions you may have.

You will need to provide:

Before the workshop

- A date and time for the workshop (please give at least two date options)
- An brief outline of the workshop activity
- A brief paragraph about you / why you'd like to share this skill
- A photo to help promote the session (1-5 pictures as .jpeg files)
- A suggested donation amount or ticket price per participant
- The maximum number of participants for the activity is 8. If children under 16 participate they must be accompanied by an adult. Please bear this in mind when planning participant numbers.
- A minimum number of participates you will run it for. And a date to confirm if it runs should the minimum booking not be met. (we suggest 7 days prior).
- A plan of action if the weather is bad eg an alternative date.

Please email all the above to info@plot22.org The workshops coordinator will get in touch if they need more information from you, and if necessary will discuss your idea with PLOT 22's Trustees. They will then let you know if your workshop proposal has been accepted.

On the day

- All materials and equipment required for the workshop (*see below about use of PLOT 22 resources)

We want to support people to develop and try out their ideas. We also want to keep our workshops affordable, and we've developed a model to do this:

Fees

We don't charge a venue fee. Instead we ask you to offer your skills free of charge and in exchange we will cover any material costs needed to run the workshop (by prior agreement). And promote and administrate the bookings process. Tickets will be charged at £10 per person.

The PLOT 22 Workshop Host Agreement,
Terms & Conditions

PLOT 22 is providing a venue and on-site facilities for your workshop which by its nature is variable by season and daily weather. It is cared for and maintained by volunteers and used by many groups. Please make sure you consider this when planning your activities.

On-site support: The Workshops Coordinator will arrange for an experienced PLOT 22 volunteer to support your session on the day, helping with set up, greetings, refreshments and pack down. In exchange they will participate in the activity alongside the other participants. Once they have helped with arrivals and the workshop begins, the volunteer should be counted as and treated equally to the other workshop participants. They will be available to provide PLOT knowledge, and to help with refreshments, and show where things are.

Contact details will be exchanged before the workshop so that you can liaise with the volunteer if necessary.

Promotion and bookings: We encourage you to promote the workshop via your own networks. We will promote the sessions via our website, social media and e-newsletter. However, we cannot guarantee to fill the places. Please decide the minimum number you need to run the session. All bookings will be taken via the PLOT 22 website and we will share with you the contact details of participants prior to the workshop. You will abide by the PLOT 22 [privacy policy](#) with regard this data.

On site resources: PLOT 22 is an outdoor space and tasks that are simple at home, such as boiling a kettle, or turning on the heating, are much more complex and time-consuming at the PLOT. Beyond use of the space itself, the resources we provide include: toilets and hand-washing facilities, first aid supplies, use of the gas stove to make hot drinks, charcoal and wood for the wood-burner for warmth.

* If your activity requires additional fuel, this should be discussed prior to the workshop as you will need to supply this yourself. For example extras such as additional hot water or use of the stove/wood-burner beyond making tea/providing warmth on a cold day, will require you to bring flasks and/or camping gas. We can provide a portable stove for use at the table and will share the details with you so you can bring gas that is compatible.

We are happy to discuss your use of plants and other on-site resources for your activities. However use of these must be pre-agreed.

Way of Being: We ask that you abide by our [Way of Being](#) and as host you make the participants aware of these guidelines too.

Safety: You will take all appropriate safety precautions to ensure the workshop activities are safe. You will notify the Workshop Coordinator as soon as possible about any accidents/incidents should they occur. First Aid and Fire Safety equipment are located in the cabin.

Payment (if session is ticketed): To receive reimbursement for any material costs you will need to invoice PLOT 22 after the workshop (with copies of receipts) and we will promptly transfer the funds to your specified bank account.

Donations: Donations can also be made via the website. However if cash donations are collected at the workshop we ask that both you and the PLOT 22 volunteer count them up at the end of the

session. The volunteer will then ensure these are stored securely and given to the PLOT 22 Coordinator or Treasurer at the earliest opportunity.

Signed in agreement:

Your name..... Your signature:..... Date.....

Please return the signed form to the Workshops Coordinator in person or via email. (You can download and attach it to an email stating your agreement in the email if you are unable to print and scan).

For internal use. Checklist for the Workshop Coordinator:

If this proposal is in line with PLOT 22's ethos please check the dates and update the following:

- Share details/photos with EH for creating event/booking page on website
- Add workshop date/details to Airtable
- Create event and draft promotion posts for social media/newsletter