

# TAQG Programs Survey – November 2016

1. How many times per year do you use member speakers or non-speaker meetings (Sit and Sew, etc.) rather than non-member speakers? \_\_\_\_\_
2. Do you have a formal written contract with speakers? \_\_\_\_\_
  - A. Are you aware that the TAQG website has a sample Programs Contract? \_\_\_\_\_
  - B. Do you use your own contract? \_\_\_\_\_ TAQG contract (or modified version of it)? \_\_\_\_\_  
Has the speaker provided their own contract? \_\_\_\_\_
  - C. Do speakers get a copy of the contract (signed by a guild representative)? \_\_\_\_\_
  - D. What provision does the contract include to cover cancellations? \_\_\_\_\_  
If the speaker cancels? \_\_\_\_\_  
If the guild cancels? \_\_\_\_\_
3. Do you contact speakers just before the event to confirm arrangements? \_\_\_\_\_
  - A. If so, what type of communication (email, call, text, etc.)? \_\_\_\_\_  
Do you use positive verification (speaker return email, etc.)? \_\_\_\_\_
4. Does the responsibility for liaison with the facility lie with the Programs Committee? \_\_\_\_\_
5. Where do you hold meetings? \_\_\_\_\_
  - A. What cost is associated with space rental for meetings? \_\_\_\_\_
6. Where do you hold workshops? \_\_\_\_\_
  - A. What cost is associated with space rental for a workshop? \_\_\_\_\_
7. Do you have any unique suggestions for meeting or workshop spaces? \_\_\_\_\_  
\_\_\_\_\_
8. What amenities do you offer the Speaker? \_\_\_\_\_
  - A. A meal? \_\_\_\_\_ If they have a long drive do you let the speaker go first? \_\_\_\_\_  
Meet the speaker in parking lot and help load in and out? \_\_\_\_\_
  - B. What equipment does your guild provide for the speaker (PA, Projector, Quilt Stands, Tables etc.)?  
\_\_\_\_\_
  - C. Do you encourage the speaker to sell their goods at the meeting and/or workshop? \_\_\_\_\_  
Do you provide someone to assist with sales? \_\_\_\_\_
9. How far in advance do you start advertising for a speaker or workshop? \_\_\_\_\_
  - A. What methods of advertising do you use? \_\_\_\_\_
10. Do your workshops fill? \_\_\_\_\_  
How many students typically attend your workshops? \_\_\_\_\_

Additional Comments:

Return completed survey to Sherry Worley at [sherry-worley@att.net](mailto:sherry-worley@att.net)