

SECTION 2

RMR SEMINAR GUIDELINES

GENERAL INFORMATION AND ORGANIZATION

(update 02/2025)

General Information

1. A region seminar may take place in any given year with the approval of the Region Board.
2. Any questions regarding Rocky Mountain Region seminars should be directed to the assistant region director.
3. A region seminar may be hosted by a single chapter, by several chapters, or by the region as a whole. An invitation to host a seminar should be issued in writing to the assistant region director with a copy to the region director by the host unit. An invitation for a year that the seminar will be held can be issued before exact dates and site are decided.
4. The seminar chair works with the assistant region director and event services company during the entire site selection process. No contact is made by anyone with any potential site, outside of the event services company. The site and exact dates of the seminar will be established as early as possible; three years out is not too early. The full site selection process is listed in Section 4 of the RMR Region Seminar Guidelines.
5. In agreeing to host a seminar, the host unit agrees to follow the policies and procedures outlined in Section I of the RMR Region Seminar Guidelines.
6. The host unit's board of directors and the seminar committee shall work together for a successful seminar.
7. The seminar committee will consist of the chair, assistant chair, secretary, treasurer, registrar and dean of faculty. Other chairs can be added as necessary.
8. The chair is selected by the host unit with approval of the region executive board. In the case of a region hosted seminar, the seminar chair is selected by the region director and assistant region director and approved by the region executive board.
9. The seminar chair selects the other seminar committee members. Individuals considered for seminar positions should have qualifications that give them background for the job to be done.
10. The seminar chair submits the name and a synopsis of background information relating to the position for the dean of faculty, treasurer, and registrar to the region director within 30 days of the chair's ratification. These names are ratified by the region executive board in a timely manner.
11. An up-to-date roster of all seminar committee chairs should be sent to the assistant region director and the region director whenever there is a change.
12. The seminar committee chair is directly responsible to the region director and the region board through the assistant region director.
13. The assistant region director and the region director are ex-officio members of the seminar committee.

14. Meetings of the seminar committee should be scheduled as necessary, generally more frequently as the seminar approaches.
15. If the seminar is sponsored by the region, a synopsis of the minutes should be sent to each region representative as a means of keeping communication open.
16. All contracts for services for region seminars shall be approved and signed by the region director. This includes all faculty contracts, hotel (site) contracts, bookstore, boutique, and any special service that is necessary to conduct the seminar.
17. A seminar theme may be selected. Seminar logos are usually designed in conjunction with the theme. Seminar logos must include the EGA trademark. The EGA trademark (logo) is defined as the EGA emblem, the words "The Embroiderers' Guild of America", or the letters "EGA". The seminar logo must be submitted to Brad Cape (bcap@egausa.org) for approval prior to being used. Note: This process should be completed between 1 ½ and 2 years before the seminar.
18. All seminar participants shall be EGA members.
19. The books of the seminar shall be audited (within 90 days of the close of seminar) before the bank account is closed.
20. The [Final Seminar Report](#), which includes the complete [Final Seminar Financial Report](#) (found by right clicking on the hyperlink and going to page 28), shall be sent to the region director within 120 days of the close of seminar. This report is then forwarded by the region director to the assistant region director.
21. A copy of the Final Seminar Financial Report along with a check for the region's share of the
22. seminar proceeds is sent to the region treasurer within 120 days of the close of the seminar.

Suggested Timeline for Seminar Preparation

PreSeminar	Task
36 months	<ol style="list-style-type: none"> 1. Invitation offered in writing to the region seminar coordinator by the host unit.
30 months	<ol style="list-style-type: none"> 2. Seminar chair selected and approved by region executive board. 3. Seminar executive committee members selected.
26 months	<ol style="list-style-type: none"> 1. Site selected, no later than 26 months. 2. Seminar theme and logo selected
24 months	<ol style="list-style-type: none"> 1. Logo sent to Brad Cape (bcape@egausa.org) for approval. 2. Final logo shown to region board. 3. Other seminar committee chairs chosen. 4. Initial workplan/budget presented and approved by the region director, assistant region director, and region treasurer. 5. 1st loan requested. 6. Invitations sent to prospective teachers. 7. Initial loan made to seminar committee; bank account opened. 8. Seminar may choose to advertise for teachers in EGA publications, <i>Border to Border</i> or other region newsletters.
20 months	<ol style="list-style-type: none"> 1. Proposal requirements sent to potential faculty.
17 months	<ol style="list-style-type: none"> 1. Seminar activities assigned to chapter members or, if region-sponsored, to chapters. 2. Current workplan/budget approved; 2nd loan request.
15 months	<ol style="list-style-type: none"> 1. Faculty proposals due. 2. List of teachers submitting proposals sent to region director who then sends to EGA Director of Education (National policy).

14 months	<ol style="list-style-type: none"> 1. Faculty selection committee chooses classes and faculty notified of acceptance or non-acceptance.
13 months	<ol style="list-style-type: none"> 1. Accepted faculty return contracts. 2. Projects sent for photography, display at region event.
12 months	<ol style="list-style-type: none"> 1. Class preview at region event; invitation to attend. 2. Early registration begins. 3. Early registration information published on region website. 4. Treasurer begins monthly financial reports to seminar chair, assistant region director, region treasurer, and region director.
11 months	<ol style="list-style-type: none"> 1. Brochure completed
10 months	<ol style="list-style-type: none"> 1. Early registration ends
7 months	<ol style="list-style-type: none"> 1. Brochure sent and published on region website.
6 months	<ol style="list-style-type: none"> 1. Registration opens.
5 months	<ol style="list-style-type: none"> 1. Loans from region repaid. 2. Hotel deposit from region repaid (if deposit was necessary).
4 months	<ol style="list-style-type: none"> 1. Registration closes. 2. Determine classes that do not meet minimum enrollment. 3. Decision about cancellation of classes is made. 4. Classes assigned; letters sent to participants.
3 months	<ol style="list-style-type: none"> 1. List of class participants sent to teachers. 2. Kit fees and any remaining seminar participant fees due. 3. Registrar furnishes information collected from registration forms to various seminar committees.

1-2 month(s)	1. Refunds with penalty can be made under extenuating circumstances due to the cancellation by a participant
Seminar Week	
<u>Following Seminar:</u>	<u>Tasks</u>
Within 60 days	1. All chairs (except treasurer) send final job reports to seminar chair
Within 90 days	1. Audit seminar treasurer's financial records. 2. Treasurer sends final job report to seminar chair after audit.
Within 120 days	1. Treasurer sends Final Seminar Financial Report to the seminar chair. 2. Seminar chair sends complete final seminar report , including Final Seminar Financial Report, to region director. 3. Seminar chair sends a copy of the Final Seminar Financial Report to region treasurer, and assistant region director. 4. Treasurer sends proceeds checks to region and chapter treasurers. 5. Treasurer sends notice to region treasurer to close bank account. 6. Treasurer sends all financial records, including canceled checks and all bank statements, to region treasurer. 7. Seminar chair sends Seminar Summary Report to region director and assistant region director.

Seminar Committee Chair Report Form

Complete this form and submit two copies to the seminar chair postmarked on or before _____ (within 60 days after the close of seminar). Enclose a copy of any printed matter that was used as part of your job. Also, add any suggestions for future seminars, as well as what your job entailed including any duties performed that are not on the job description, and how you handled it. The seminar chair will compile these reports on a computer file and forward a copy on disc, one to the region seminar/retreat coordinator and one to the next year's seminar chair.

Seminar Committee Assignment:

Chair's Name:

Job Description: Outline responsibilities if different from those contained in the RMR Seminar Guidelines.

Expenses:

Procedure followed: (Include timeline and hours involved)

Recommendations to improve or make the job easier:

Seminar Chair Report Form

Prepare an overview report of the seminar based on your view of every activity or committee duty, plus your responsibilities. Include your job description, outlining your responsibilities if different from those contained in RMR Seminar Guidelines. This report, including complete financial report and proceeds check to the region and chapter(s) are due to the appropriate people (RON Sec 3 Policies & Procedures) within 120 days of the close of seminar. The seminar chair will compile these reports in a computer file and forward a copy via USB or electronic file, one to the assistant region director and one to the next year's seminar chair.

Expenses:

Procedure followed:

Recommendations:

Seminar 20__ Summary Report

This is to be filled out by the seminar chair after the seminar. A copy is to be sent to the region director, the assistant region director, and the upcoming retreat and seminar chairs.

Dates of Seminar: _____ to _____

City and State: _____

Name of Seminar: _____

Host Chapter(s)/Unit(s): _____

Name of Chair: _____

Name of Site (i.e., hotel, college): _____

Address: _____

Phone number _____ FAX number _____

Name of Site Contact Person: _____

Non-refundable Fee charged: \$ _____

Registration Fee Charged: \$ _____ (minus non-refundable fee)

How many meals included? _____

Hotel/Venue Room Rate per Night: _____ Double occupancy? _____ Include breakfast? _____

Number of Early registrants: _____ Number of Regular registrants: _____

Number of Late registrants: _____ Number of cancellations: Early _____ Regular _____

Total Number of Attendees: _____

Number of Hotel Nights Used:

Pre-event _____ Night before opening day _____ Night of opening day _____

Night of last day _____ post-event _____

Food and Beverage Contractual Obligation Actual Amount: \$ _____

Room Rental Contractual Obligation \$ _____ How many meeting/class rooms used: _____

Arrival and Departure Patterns (i.e., air, car, early, etc.): _____

Seminar 20__ Summary Report (Page 2)

List Exhibits (not including Prospectors): _____

Teacher Fee paid (flat amount per teacher):\$ _____

List Teachers, Class Title, Technique & the number of students in class **OR** if it was cancelled

Teacher	Class Title	Technique	# of students in class	Class cancelled

Number of volunteer hours (estimate) put in by everyone: _____

Amount and types of items donated and from whom (i.e., goods for door prizes, favors, etc.): _____

_____ Region Seminar
Treasurer Seminar Budget/Final Report
As of ____

		BUDGETED	RECEIVED TO DATE	BALANCE
REVENUE				
401	Registration			
402	Banquets Guest Tickets			
403	Merchandise Night			
404	Teachers showcase			
405	Tours			
406	Special Events			
407	Bookstore Revenue			
408	Boutique Revenue			
409	Teacher Kits & A V Fees			
410	Merchandise Sales			
411	Interest Income			
412	Other Revenue			
414	Region Loan			
TOTAL REVENUE		-	-	-
EXPENSES				
501	Banquets			
502	Hotel			
503	Convention Center			
504	Faculty			
505	Teacher Kit & A.V.Fees			
506	Audio Visual & Equip. Rental			
507	Tours			
508	Regular Activities			
509	Special Events			
510	Bookstore Expense			
511	Boutique Expense			
512	Brochure Publications			
513	Printing			
514	Publicity			
515	Administration			
516	Hospitality items			
517	Miscellaneous			
518	Region Loan Repayment			
TOTAL EXPENSES		-	-	-
EXCESS (LOSS)		-		