

## HOSTING WORKSHOPS

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Thank you for enquiring about hosting some Ministry of Handmade workshops! They are fun and rewarding for everyone. Please read this information sheet and get back to us with any questions.

### ABOUT US AND OUR WORKSHOPS

Our philosophy is to teach people some made-by-hand skills so that they can find confidence to either develop their skills further or to try something new. We have found this can have enormous mental and social benefits for the participants. Over the past couple of years we have been fortunate to travel throughout Queensland, NSW and parts of Victoria several times to bring our workshops to a variety of communities.

### WHAT WORKSHOPS DO WE TEACH?

The most popular workshops for “on the road” are:

- Lampshades (a new lampshade can rejuvenate that old lamp base)
- Bench seats
- Foot stools (made from recycled timber)
- Recycled Fabric Basket Coiling

We try to limit the number of different workshops we do while travelling just from a logistical point of view.

### WHERE DO WE GO?

We travel widely in the eastern states of Australia. As most of our workshops require a car and trailer load of materials and equipment it becomes prohibitive to travel more than 3000 kilometres from Brisbane.

Longer trips, say 500km from Brisbane, need to be part of a “tour”. This is where we combine many workshops at different locations in the one trip. If you know other interested people along a route to your event then this would be helpful.

Shorter trips (150km to 500km can be done in a weekend, where we travel Friday, conduct workshops over the weekend, then travel home Monday.

### NUMBER OF PARTICIPANTS AND COSTS\* FOR EACH WORKSHOP

We are a little bit flexible, but our preferred numbers are:

- Lampshades: Minimum - 8 people. Maximum 12 people. \$130
- Bench Seat: Minimum - 4 people. Maximum 6 people. \$395
- Foot Stool: Minimum - 4 people. Maximum 8 people. \$245
- Recycled Fabric Basket Coiling: Minimum - 8 people. Maximum 12 people. \$95

\* Notes: (1) There may be some additional/optional extras on the day. For example: fabric, upgrades to more expensive legs (for the bench seats), upgrades for the really big lampshades (to cover the extra cost of the materials), etc. (2) Prices might change due to fuel costs, material costs, etc.

### WORKSHOP FORMAT

Our preferred format is a two-day program.

Depending on number of people, we prefer to make it a two-day event! This means you can organise a social event at the end of day one if it is appropriate. Our normal program is to have four workshop sessions - morning and afternoon each day. We generally have one workshop running at each session although it is possible to have two going at once depending on the workshops.



If you were thinking of a two-day program we would encourage you to supply lunch and morning and afternoon teas each day for the participants (or you can make it BYO). Some people may want to attend only one workshop, while others may want to immerse themselves in creativity for the entire two days and attend up to four.

Obviously, if a two-day program is not practical, then we are open to only a one-day program.

## VENUE REQUIREMENTS

The best places have been the local community halls (CWA, RSL, School of Arts, Memorial, etc). Some things that make it easier are:

- Ability to drive up to the door for loading/unloading
- Plenty of clean tables (approx. 180cm x 75cm) ideally one per participant + three extra
- 240v power
- Access to the Telstra mobile phone network
- Aircon/fans/good ventilation
- Good lighting
- Drinking water
- Friendly pub nearby :-)
- Handy and reasonable accommodation for one to three nights (we are not too precious about the accommodation, but after a full day on our feet it is good to have a comfortable place to stay).

## GRANTS AND SUBSIDIES

In the past people have had success obtaining some funding from Government grants and subsidies (Commonwealth, State and Local) such as RADF (Regional Arts Development Fund). Usually this involves lodging an application on behalf of a community organisation or charity such as CWA. The amount of funding can vary and it could take some time so it's good to start this process as soon as you can.

## BOOKING AND PAYING FOR WORKSHOPS

Once we have all the details (dates, workshops and venue) we build an event page for each workshop on our website where people choose the workshop(s) they would like to do, then they book and pay. If the workshops are subsidised then the cost of the workshop(s) will be reduced accordingly. We will invoice you or the community group for the balance.

Example: Non-subsidised workshop might be \$150 per person. If you receive a 50% subsidy from a successful grant application then the participant pays only \$75 when they book for the workshop. We will invoice you for the other \$75 before we leave home. This invoice must be paid at the conclusion of the workshop. Cheques, direct bank transfers and credit cards are all accepted.

Ideally, we need confirmation of participant numbers at least three weeks before we leave. This gives us enough time to make all the things for the workshops and to finalise accounts.

## INSURANCE

We have Public Liability Insurance - it covers our workshops while we travel. If you need a certificate of currency we can arrange that.

## MORE INFORMATION

Please visit our website: <https://ministryofhandmade.com.au>

Our instagram and facebook accounts provide an insight into the type of people that attend and the variety of workshops:

<https://www.instagram.com/ministryofhandmade/>

<https://www.facebook.com/MinistryOfHandmade/>