

# Stand-Alone Committee/Division Workshop

Committees and Divisions are encouraged to host a stand-alone workshop to reach a target audience or focus on a particular topic of interest. These workshops are scheduled separate from other events, including conferences, and must be planned at least 3 to 4 months in advance.

If you have an idea or hot topic that might be interesting to our members, staff will help you put together a half day or full day workshop. Topics in the past have included ozone treatment, well design, construction and operation, well destruction, water quality sampling, emergency response planning, water treatment, disinfection, a tour of a facility, etc.

To set up a workshop, follow these easy steps.

1. Contact the Director of Educational Programs as soon as you know you would like to host a workshop. Provide the section with initial information:
  - a. Topic of workshop
  - b. Suggest Dates (2 different dates) & Times
  - c. Location or area of workshop
2. Fill out a Contact Hour Justification Form provided by Staff. This form is submitted to the State for contact hour approval.
3. Fill out a Budget Report Form provided by Staff (to ensure that we don't go over budget) and submit to the Education Department for approval by the Sections Director of Educational Programs.
4. Secure speaker(s) and location.
5. Develop an agenda with title of presentation, speaker name and title, and time slot for presentations, breaks, and lunch (if planned).

Below is a list of cost guidelines to help you with your budget planning process:

Item	Cost
Registration (Members)	\$175/person
Registration (Non-members)	\$225/person
Lunch	\$25/person
Breaks	\$10/person
Flyer	\$100
Materials (books, handouts, etc.)	\$25
Shipping of materials	\$75
Speaker costs	TBD*
Speaker Lodging and Travel	TBD*
Facility rental	Donated by water agency
AV costs	TBD*
Overhead	10%

*\*costs based on speaker fees (if any), location of speaker, cost for facility (if any), etc.*

The forms need to be completed before we can commit to having the workshop. If the workshop is open to the public, the Section will help with the promotion of the event. All of our committee workshops have been extremely successful!