HELPFUL HOST HINTS

Thank you for hosting a class for OLLI this season. Here are some helpful hints for a successful class.

BEFORE CLASSES BEGIN:

- Contact the instructor(s) to confirm class dates, times, and locations.
- Ask for a brief biography so you can do a short introduction.
- Discuss with instructor how he/she wants to manage questions in class (after lecture? during?)
- If technical terms will be used, please ask for a vocabulary list and we will make copies for the class.
- If the instructor has any handouts, please remind them that staff needs a minimum of ONE WEEK to complete the photocopying. It is best to have the instructor email any documents that need copying to Michelle Riggio (mriggio@bradley.edu) and Bonnie Davis (bmdavis@bradley.edu). Hardcopies can also be dropped off at the Continuing Education office building.
- Program the OLLI cell phone number into your phone: (309) 258-4142. You will call this number if you have any audio-visual issues or need to contact staff for any reason during class.

FIRST DAY OF CLASS:

- Check in at the OLLI Registration Desk on the second floor of the Student Center for:
  - Instructor(s) name tag
  - OLLI gift and thank you note (if instructor is only speaking one day)
  - Handouts for members

- Please arrive in your classroom at least 10 minutes before class begins:
  - Check for any requested equipment and make sure it is working properly
  - If you have AV issues or are missing supplies, call the OLLI cell phone and request assistance
  - Please do not re-arrange the room set-up; contact staff or a custodian for assistance
  - Greet the instructor

- Please make our instructors and members feel welcome. Remember that you may be their first contact with OLLI and Bradley University.

- Make sure members have their membership name badges, OLLI gift and are in the correct class.

- Help the instructor with any handouts and audio-visual equipment.

- Ask them to project with enough volume and position themselves in the room so all can hear. Encourage instructors to use microphones and audio amplification system if applicable.
• Introduce the instructor to the class and review how instructor would like to handle questions during the lecture. Encourage members to stick with the chosen format.

• Ask cell phone users to turn off cell phones at the beginning of class.

• Help the instructor to begin and end the class promptly.

• Report any classroom or equipment problems to the OLLI Registration Desk.

For any emergency, dial 9-1-1 from any campus phone located on each floor of the Student Center, then call the OLLI cell phone number for staff assistance.

Problems (technical, equipment, disruptive members) should be reported to the OLLI Registration Desk.

SECOND AND THIRD DAYS OF CLASS:

• Check in at OLLI Registration Desk

• Repeat any of the above that apply

LAST DAY OF CLASS:

• Check in at OLLI Registration Desk to pick up thank you notes and gifts.

• Repeat any of the above that apply.

• Pick up evaluations in folder for your class and hand out at the beginning of class.

• PLEASE ENCOURAGE MEMBERS TO COMPLETE THE EVALUATIONS.

• Work with the instructor to schedule time to complete the evaluations.

• You may want to stand by the door upon class completion to collect the forms.

• Individual evaluations may also be returned to the Registration Desk throughout the day.

• After class, please collect evaluations and return the folder to the Registration Desk.

• Ask the instructor to complete an instructor’s survey form and return it to us.

• Present a gift to any instructor who has taught four weeks or is a one-time presenter.