

**Michigan Garden Clubs, Inc.
LEADERSHIP WORKSHOP
Registration Table Procedures**

Materials at Registration Table: Name Tags, Sharpie, Sign-In Sheet, Pencils, Attendee Folders, Envelope with 60 Laminated Horticulture Photos.

Materials in Classroom: Easel, holding a foam core board covered in brown felt showing a bare branch tree.

Set-Up: Have attendees, sign-in, print their name on a name tag, and select a flower/horticultural photo from the 60 laminated flowers laid out on the table – this will be used during our get pre-workshop “get acquainted activity.”

STATE to each attendee before they leave the registration table:

- **Please select a flower/horticultural photo from those laid out on the table. Select a flower that means something to you... (the attendee) such as; they like the color, it’s their favorite flower, they grew them in their garden, or it brings back memories as a child, etc.**
- **Explain that after they settle in (find a seat, get coffee, etc.) They will take their flower/horticulture photo and move around the room meeting as many other attendees as possible before the workshop begins.**
- **As an introduction they would give their name, club and the reason they chose the particular flower. (Note, there may be a few with the same flower and that is okay as it makes for additional conversation.)**
- **Request that they keep their flower with them to use until the workshop begins.**

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LEADERSHIP WORKSHOP
GET ACQUAINTED ACTIVITY**

Inside the Room:

Time: This activity begins with the first arrivals and continues until just a few minutes before the workshop begins.

Instructor guide: As an instructor, move around the room assuring that attendees are meeting each other. Introduce yourself using your selected photo.

Announce a five minute wrap-up notice so that if they are still conversing, they can meet a few more attendees.

Announce at two minutes before the workshop begins, that attendees should move to the felt board and place their photo somewhere in or on the tree. The photo can be placed anywhere on the board as there is no right or wrong place to adhere their photo.

9:30 AM – the opening instructor directs attendees by asking if everyone placed their photo on the foam core tree. If not, collect and place on the tree and begin the WELCOME.