Liaison Guidelines for OLLI Member Instructors

Before the First Day of Class

☐ Write a **brief introduction of yourself** to read the first day of class.

☐ Decide whether you want to **take questions during or after** the lecture.

☐ If you're using A/V equipment, meet with the onsite coordinator **at least two weeks early** to rehearse and be sure you have everything you'll need.

On the First Day of Class

☐ Arrive **20 minutes** before the start of class to be sure your A/V needs are arranged.

☐ Please **use the microphone**. This is an ADA compliance issue.

☐ At the start of class, **introduce yourself**, being sure to use the microphone.

☐ Acknowledge **new members** and ask those seated near them to welcome them.

First Day and Every Class Thereafter

☐ Always ask everyone to **turn off their cell phones**, and remind them to sign in.

☐ **Make announcements** from the *OLLI Communicator* provided in every class, or highlight the on-screen announcements, if available.

☐ Consider offering a **30-second stretch in place** at the mid-point of your class.

☐ During the class, do your best to **take an accurate head count** of the audience. Please write this figure at the bottom of the roster each week.

☐ Be sure class starts and ends **on time**. The next instructor may need plenty of setup time.

For A/V Issues: Please **get a staff member** to help. At Tallwood, there is a **walkie-talkie** in each classroom (in the wall pocket next to the white board).