

BC Council of Garden Clubs

Floral Design Courses

Organizing a Course

HOSTED BY BC COUNCIL OF GARDEN CLUBS:

1. Insurance provided by BCCGC.
2. BCCGC will organize the rental of the venue, tables, instructors' plant material, supplies, travel expense and / or mileage, other expenses and workbook if applicable.
3. BCCGC will organize the instructor (and helper if possible).
4. BCCGC will collect payment from participants on or before the first class.
5. All expenses will be borne by the students.
6. Maximum 12 students per class.

HOSTED BY BCCGC MEMBER CLUBS:

Contact the BCCGC 1st Vice President prior to organizing any BCCGC Floral Design Courses

1vicepresident@bcgardenclubs.com

1. Insurance provided by the club.
2. The club will organize the venue and tables.
3. BCCGC will organize the instructor (and helper if possible).
4. Instructor will organize the instructor's plant material, supplies, travel expenses and / or mileage, other expenses and workbook if applicable.
5. The club will collect:
 - a. Name
 - b. Phone number
 - c. Email address
 - d. Mailing address

of participants and provide this contact information to the BCCGC 1st Vice President.

6. BCCGC 1st Vice President will collect the contact information and forward it to the instructor to take attendance.
7. Club will collect payment and reimburse BCCGC for workbooks and the instructor for expenses.
8. Maximum 12 student per class.

March 3, 2023 - CT