



Announcements for this week

- **Many Interesting Classes Still Have Space Available! Sign Up Now!**
 - ***“Fulbright Scholar Presentation on Bucharest, Romania Land Development and DC Metro Area Comparisons, plus Panel Discussion with Reston Founder Bob Simon.”***
Monday, January 26 at 11:50am. Sign up via the special event registration form under “quick links” on the OLLI home page.
 - ***973 “U.S. Attorneys and the Department of Justice,”*** Friday, February 6, 1:00-2:30pm at Tallwood. Register via member portal.
 - ***R205 “Retirement and Health Security in America,”*** Tuesdays, 9:40-11:05am at the United Christian Parish.
 - ***966 “The Piano: A Musical Journey,”*** Monday, February 9, 2:15-3:40pm at Mason-in-Loudoun.
 - ***R206 “Money Talk: A Financial Guide for Women,”*** Wednesdays, 9:40-11:05am at the Rose Gallery, Reston Community Center Lake Anne.
 - ***L108 “Treasures of the NOVA Library,”*** Thursdays, 9:40-11:05am at Mason-in-Loudoun.

- **OLLI staff tries to reschedule courses and events canceled due to weather.**
 - This depends on availability of instructors.
 - Members will be notified if a make-up class will be held.

- **OLLI Valentine’s Party at Church of the Good Shepherd**
 - Friday, February 20, 2015, 1:00-3:00p.m.
 - Limit 180. Sign up soon at all three OLLI offices!

CLASS LIAISON CHECKLIST

Grey boxes indicate items that may not be necessary every week; please use your discretion.

BEFORE CLASS STARTS:

Offer water to the instructor.	
Give the instructor the Panera thank-you card.	
Ask the instructor to use a microphone.	
Ask the instructor to announce a 30-second stretch in place.	
Ask the instructor if he or she prefers to take questions during or after the class, or not at all.	
Remind the instructor of the exact class ending time. (See times below)	

WHEN CLASS STARTS:

Using a mic, introduce yourself as class liaison.	
Request that cell phones be turned off.	
Ask the class to look at their neighbors and welcome any new OLLI members (with red dots on their name tags).	
Point out emergency exits.	
Ask that no one eat food with noisy packaging.	
Remind folks to wear name tags and remove their trash.	
Ask everyone to sign in on the class roster.	
Read the weekly announcements.*	
Introduce the instructor (just briefly, after the first class).	
Take a head count and write the number on the class roster.	

**Not necessary if announcements are available on-screen.*

Class Sessions:

9:40 am – 11:05 am

11:50 am – 1:15 pm

2:15 pm – 3:40 pm