

# OLLI Liaison Guidelines

## Before the First Day of Class

- Contact the instructor or coordinator.** Introduce yourself and explain that you are the liaison for their OLLI class.
- Explain that you will normally **make announcements**, and **can assist** in any way. (If there is a Class Coordinator, he/she will usually introduce the individual speakers.)
- Ask if there is any additional **biographical information** (beyond that in the catalog.)
- Ask if the instructor prefers to **take questions during or after** the lecture.
- Ask the instructor to consider including a mid-class **30-second stretch** (standing in place).

## On the First Day of Class

- Arrive **20 minutes** before the start of class and **introduce** yourself to the instructor.
- Offer the Instructor water.**
- Inform the instructor of the exact **class ending time**.
- Politely request that the instructor **use the microphone** which a staff member will provide.
- Ask the instructor if they want to **take questions** during or after the presentation, if at all.
- For AV issues, please **get a staff member** to help. At Tallwood, there's a **walkie-talkie** in each classroom (in the wall pocket next to the white board).
- When the class starts, **introduce yourself**, also using a microphone.
- Welcome **new members**: ask them to stand, or ask the class to look for red dot nametags.
- After making regular announcements, **introduce the speaker**.

## First Day & Every Class Thereafter

- Continue to **arrive early** and assist the instructor as needed. Remind instructors to end the class on time as the next instructor may need plenty of setup time. Gently remind at end of class if it runs over.
- Always remind everyone about **cell phones**, signing in, name tags, and trash removal.
- Highlight the on-screen Communicator announcements.

Questions or Concerns? Please contact a liaison coordinator staff member:

**Fairfax and Reston:** Susan Job (703) 503-3384 x221 [lolli@gmu.edu](mailto:lolli@gmu.edu)

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