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).