

## Official OLLI Etiquette (as Posted in Classrooms)

- Arrive prior to the start of class.
- Leave seats near the aisles for people who come after you.
- Turn off cell phones and other devices (but not hearing aids!)
- Avoid spills by holding coffee cups and use lids.
- If you must leave class early or take a bathroom break, please sit near the door.
- Ask questions appropriately.
- Take your trash with you when you leave.

## The 7 Secrets of the Best Liaisons (or How to Go the Extra Mile)

1. **Arrive early.** The instructor may need help. You can save the day!
2. **Consider standing near the sign-in table** and welcoming members as come in, and remind them to sign in. If there's a handout, be sure everyone takes one.
3. Make it your personal goal to **never have a cell phone ring** during the course.
4. Have fun learning about the instructor and writing a **short, but interesting, introduction** to read at the first class.
5. **Taking a head count** at each class can be challenging, but the office staff thrive on this feedback. (It helps them plan class sizes at various locations.) Please try.
6. If the announcements can be abbreviated (especially late in the week when most people may have heard them already), **use your discretion** to shorten them.
7. **Call the class to order** (a friendly "Good morning" in the microphone should suffice), make announcements, and quickly turn it over to the instructor. **Please, keep it short 'n' sweet!**