



# **Regional Crank-In Planning Guide**

**February 15, 2019**

# Regional Crank-In Planning Guide

## Table of Contents

PART I – OVERVIEW .....	3
1.A Introduction .....	3
1.B Sample Timeline .....	4
PART 2 – JOB DESCRIPTIONS AND RESPONSIBILITIES .....	6
Organizing Committee Functions .....	6
2.A Job Description – Crank-In Organizer .....	6
2.B Job Description – Registrar / Treasurer.....	7
2.C Job Description – Venue Liaison & Venue Meals.....	8
2.D Job Description – Instruction Chair .....	9
2.E Job Description – Vendors .....	12
2.F Job Description – Publicity / Website / Social Media.....	12
2.G Job Description – Hospitality / Refreshments / Goody Bags.....	12
2.H Job Description – Signage / Nametags / Crank-In Booklet .....	13
2.I Job Description – Audio /Visual .....	13
2.J Job Description – Door Prizes.....	14
2.K Job Description – Sale / Swap.....	14
2.L Job Description – Charity Knitting .....	15
2.M Job Description – Contests.....	15
PART 3 – AFTER THE EVENT.....	16
PART 4 – FORMS (See Appendix).....	17

# Regional Crank-In Planning Guide

## PART I – OVERVIEW

### 1.A Introduction

#### Why are we doing this? What this manual includes. How to use it.

CSKMS is no longer holding an annual conference. In past years, these gatherings were practically the only opportunities for crankers to meet and learn from each other. However, in recent years, the number of small local crank-ins (randomly or regularly scheduled) as well as larger regional gatherings (many held annually now) has exploded, and the geographic diversity of the cranking community has expanded dramatically!

The Board, after conducting a member survey and much discussion, voted to discontinue annual conferences and made it a priority to support and encourage these local and regional crank-ins. We hope to do that through the following:

- **Crank-In Event Listings** –on the CSKMS website at <https://cskms.org/events/> and in the quarterly newsletter. Submit your event using this form: <https://cskms.org/events/csm-event-submittal-form/>.
- **Crank-In Grants Program** – financial assistance with grants up to \$500 with board approval, to CSKMS members planning a crank-in. For more info, please visit the Grants page at: <https://cskms.org/regional-crank-ins/crank-in-grants/>.
- CSKMS will provide a **free one-year membership** as a door prize at any crank-in. Any current member may request this by emailing [info@cskms.org](mailto:info@cskms.org), and providing the event dates.
- **Zoom**, the online video conference subscription that we use for Board meetings, is available for event organizers to use for their committee meetings. To use this service, please email [info@cskms.org](mailto:info@cskms.org) with your desired meeting dates.
- Help us spread the word about CSKMS, please download our **CSKMS Info Cards**, four to a sheet, for you to print and pass out at your crank-in: <https://cskms.org/wp-content/uploads/2018/10/CSKMS-Card.pdf>.

And finally, this **Regional Crank-In Planning Guide**, containing what we've learned planning crank-ins, what we wish we had known when we started out, detailed job descriptions for committees, discussion of decisions to be made, checklists, and sample forms.

**Not all events are large or complex. So, we expect you will review this information, select the tasks that apply to your event and the individual or committee organizing it, and use this guide as a starting point to plan your crank-in. Also, see the Small Event Guide on the website.**

If you are currently a crank-in organizer or would like to be, we want to help! Please email us at [info@cskms.org](mailto:info@cskms.org).

# Regional Crank-In Planning Guide

## 1.B Sample Timeline

### 10-12 months out:

- Establish an Organizing Committee.
- Set dates/times for the Crank-In.
- Draw up a budget (include recommended registration, class fees, and vendor fees).
- Apply for a CSKMS grant if needed.
- Choose a venue and make deposits.
- Coordinate hotel room block, or other housing if needed.
- Make preliminary catering arrangements (meals, snacks, drinks service).

### 9 months out:

- Instruction Chair begins process of getting teachers for classes and demos, mentors, and keynote speaker.
- Publicize event “Save the Date” with CSKMS, Ravelry, Facebook, and email list.

### 8 months out:

- Registrar works with Website Chair to set up Crank-In info online, with the goal to receive registrations about 3-6 months out.
- Create registration forms, FAQ’s, vendor forms.
- Vendor Chair starts lining up vendors.
- Contest Chair begins planning.

### 6 months out:

- Vendor chair confirm vendors, and requests door prizes
- Instruction Chair continues to recruit teachers if needed, creates class descriptions and sign-up forms.
- Venue Chair confirm housing, meals, events.
- Publicity Chair publishes class offerings on website/Ravelry/Facebook/CSKMS.
- Reserve A/V equipment if needed, after instructors are confirmed.
- Registrar open Crank-In for registration.

### 3 months out:

- Confirm Registration, Classes, Keynote Speaker, Venue tables/chairs, Vendors, Advertising, Contests, Charities, Goody Bags, Crank-In Booklet.

### 2 months out:

- Continue Advertising, Contests, Charities, Goody Bags, Crank-In Program, Signage, Refreshments.

# Regional Crank-In Planning Guide

## **TIMELINE, continued**

### **1 month out:**

- Deadline for Registration and refunds. Verify Registration and Class sign ups.
- Confirm Final Venue arrangements:
  - Nearby parking or shuttle service;
  - Number of lodging/hotel rooms;
  - Number of meals and dietary preferences (vegetarian, gluten-free, allergies, etc.);
  - Number of attendees for drink service/snacks;
  - Number of tables, chairs in main cranking room and classroom(s);
  - A/V equipment if needed (microphones, projectors, screens, TV, whiteboard, etc.)
- Finalize Contests, Charities, Refreshments.
- Print Crank-In Booklet

### **2 weeks out:**

- Print Nametags and Signage.
- Gather Goody Bag donations, and assemble bags.

### **1 week out:**

- ALL DETAILS FINALIZED!

### **After the Event:**

- Follow up with event surveys
- If you received a CSKMS grant, submit all receipts, newsletter writeup, and photos for final payment.

## Regional Crank-In Planning Guide

# PART 2 – JOB DESCRIPTIONS AND RESPONSIBILITIES

### Organizing Committee Functions

*See below for detailed job descriptions & duties*

An organizing committee (“Committee”) for your event may be as small as just you for a simple crank-in, or it may be a group of volunteers for a multi-day crank-in with classes, vendors, and other activities. For most small or regional crank-ins, several jobs will be combined with one person responsible. The list below includes the various functions we have found useful to consider, so you can check which are needed for your event:

- A. Organizer (Chair)
- B. Registration / Treasurer
- C. Venue – meeting space, classrooms, lodging, meals, layout
- D. Instruction – classes, workshops, mentors
- E. Vendors
- F. Publicity / Website / Social Media
- G. Hospitality / Refreshments / Goody Bags
- H. Signage / Nametags / Crank-In Booklet
- I. A/V Equipment
- J. Door Prizes
- K. Sale / Swap
- L. Charity Knitting
- M. Contests

### Committee Job Descriptions / Responsibilities

#### 2.A Job Description – Crank-In Organizer

The Crank-In Organizer (or Organizers) is responsible for overseeing the Crank-In and the work of all committees. Committee chairs develop and implement the goals of their particular committee with the assistance of the Organizer.

**Specifically, the Organizer will:**

- Identify Crank-In tasks and individuals or committees responsible for them.
- Establish a meeting schedule with all committee chairs (“Chairs”).
- With the Chairs, develop the Crank-In structure (i.e., methods of instruction, key note speaker, lodging and meal options, etc.)
- Oversee the work of the Chairs. The Organizer communicates with the Chairs regularly to insure all deadlines established in the timeline are met.
- Build a specific timeline for purposes of planning and expediting the Crank-In.
- Make a site visit to Crank-In site with the Venue Chair to discuss costs, tour rooms, etc.
- Prepare a Crank-In budget, and work with Chairs to establish registration fees, housing costs, class fees, and vendor fees.
- Oversee the Crank-In budget and payments to venue and other providers.

## Regional Crank-In Planning Guide

- Apply for a CSKMS Crank-In grant if needed. Find info at <https://cskms.org/regional-crank-ins/crank-in-grants/>.
- Sign the venue contract after confirming and approving contract details – specific costs, minimum requirements, refund/cancellation policy, room/meal arrangements, staffing, etc.)
- Sign instructor contracts after confirming details with the Instruction Chair.
- After the Crank-In, hold a debriefing meeting with the Committee, or gather/record suggestions for improvements in future crank-ins.
- Send out a survey to all attendees, or collect surveys at the event, and report the results to the Committee.

### **2.B Job Description – Registrar / Treasurer**

The Crank-In Registrar develops and receives registration forms and collects registration (and class) fees from persons attending the Crank-In, and maintains registration records. The Registrar also serves as the Treasurer.

***NOTE: A decision must be made whether class sign-ups and fees will be included with Registration and handled by the Registrar, or handled by the Instruction Chair – see Discussion below under Instruction.***

#### **Specifically, the Registrar will:**

- Open or maintain the crank-in checking and PayPal or other online payment accounts.
- Assist in preparing the Crank-In budget.
- Create a registration form (including all pertinent details, fees, refund policy, class descriptions and registration application with directions for electronic and postal submission) and FAQs, and submit them for approval to the Organizer.
- Submit the approved registration form to the Publicity Chair for publication on the website and social media, and emails to the mailing list.
- Accept registration forms and fees from attendees.
- Send an email to each registered attendee acknowledging receipt of their form and fee.
- Document and deposit registration fees.
- Maintain an electronic copy of each registration form.
- Maintain a database of all those who have registered along with pertinent information about each registration (name, email, telephone, guests, meal choices, days of attendance, deposit, balance paid, skill level, class choices, etc.).
- Acknowledge cancelations (according to refund policy) and issue appropriate refunds.
- Maintain a waiting list if necessary and notify those on the list if and when an opening develops.
- Correspond with and answer questions from Crank-In attendees about their registrations including a final email with a suggested “Packing List”.
- Provide registration info to the Organizer and other Chairs as needed.
- Be available during the Crank-In to answer questions and solve problems related to registration.
- Collect and deposit class fees, vendor fees, and sponsorships.
- Make all payments to the venue and other providers in a timely manner.

## Regional Crank-In Planning Guide

### 2.C Job Description – Venue Liaison & Venue Meals

This person serves as the contact between the venue management/staff and the Crank-In Committee.

#### **Specifically, the Venue Chair will:**

- With the help of other Chairs, search for an appropriate location for the Crank-In.
- Visit possible venues to physically see the facilities & evaluate the services.
- Identify a location (or locations) to recommend to the Organizer and Committee for consideration along with a description of the prices, contract provisions/requirements, refund/cancellation policy, services offered, dates available, capacity of main cranking room and classroom(s), electrical outlets, nearby parking or arrange shuttle service, etc.
- Once chosen, make arrangements with the venue's management to commit to the chosen dates, sign (or have the Organizer sign) the contract, and provide a deposit (if required).
- Provide all pertinent information about the venue to all committee chairs who need details as planning ensues.
- Work with the Organizer to devise a Crank-In budget using prices & other details provided by the venue's contract.
- Serve as the contact person (by email & phone) between the Crank-In Committee & the venue's management staff.
- Coordinate meals to be provided by the venue including, menus, times, location, dietary preferences/allergies, and head counts.
- If meals are not provided as part of a package, collect menus for local restaurants.
- Coordinate coffee/tea/water service for attendees, if provided by the venue.
- Confirm rooms to be used, and number and arrangement of tables, chairs and A/V equipment to be provided by the venue.
- Troubleshoot any issues that arise regarding the venue.
- Ensure that the Registrar/Treasurer makes timely payments to the venue (such as deposits and final payments).

#### **Discussion – Venue Layout**

Sock machine Crank-Ins have specific floor space requirements. Factors to be considered are number of attendees, space required per individual, including chair, sock machine with stand, accessories and related tools and materials. In addition to that, space is required for a reception table and tables for other uses such as vendors, displays, door prizes, sale/swap, contests, and etc. Access paths must also be provided to meet local fire code requirements.

In the large cranking room, each cranker will need at least a 3' x 4' assigned space and a chair. Spaces can be arranged in rows, pairs, groups of 4, etc. Use painters tape on the floor to mark off spaces during setup. Pathways 2' – 3' wide are important for safety reasons as well as convenience in accessing all cranking spaces. Use duct tape or gaffers tape to secure extension cords to the floor to prevent trips and falls.

Allow appropriate spaces for vendors' tables as well as sufficient traffic areas in front of and around vendor tables. Vendors may be arranged along the wall(s) of the room, down the center, in side alcoves, etc., as long as the space is accessible and well-lit. Keep in mind that some vendors will also be cranking, and may need a cranking space next to their vending tables. Allow space for any A/V equipment that will be used in the main cranking room.



## Regional Crank-In Planning Guide

Account for space for any other tables/activities needed, including traffic areas around them, including:

- Reception table near the main entrance to the room.
- Door prize display table.
- Drinks/snacks table.
- Sale/Swap table (for individual sales by crankers.)
- Charitable donations display table.
- Contest display table.

In any separate classroom(s), provide tables for the teacher's use and display, as well as enough chairs for students. Allow space for any A/V equipment or whiteboards needed by teachers.

### 2.D Job Description – Instruction Chair

The Instruction Chair is the liaison between Crank-In teachers and the Organizer. For an informal crank-in, everyone may come to knit and share resources, while a Regional Crank-In may feature classes, demonstrations, mentors, and one-on-one instruction led by experienced CSM teachers, most of whom are compensated for their time and expertise. The Instruction Chair works with the Organizer to establish these forms of instruction and determine who will teach participants. Variables that affect these decisions include time of year, availability of teachers, the size of the Crank-In cranking rooms, the levels and needs of Crank-In attendees, and results of surveys.

***NOTE: A decision must be made whether class sign-ups and fees will be included with Registration and handled by the Registrar, or handled by the Instruction Chair – see Discussion below.***

#### **Specifically, the Instruction Chair will:**

- Provide class information to the Registrar before registration opens.
- Depending on how class sign-ups are to be handled, the Instruction chair may receive class and demo sign-ups and class fees, maintain class records and send updated class lists to the Organizer as needed.
- Provide all class information to Publicity Chair for the website and social media.
- Coordinate teacher A/V requirements with the A/V or Venue Chair.
- Ensure that all teachers are given their class lists when they are finalized.
- Be available during the Crank-In to answer questions and resolve problems related to class assignments
- Create an evaluation form for students to use at end of each class. A class assistant can collect these, or a box can be provided on the registration table.
- Provide all class information to the Signage Chair. During Crank-In set-up, post signage that shows all classes and demos, locations, times and teachers.
- At start of Crank-In, hold a short meeting with teachers to welcome and thank them, to tie up loose ends, answer questions, show classrooms, explain technology, explain procedures, etc.
- If there is a Welcome Reception/Meeting, introduce the teachers to all attendees.
- During the Crank-In, arrange for a Class Assistant for each class or demonstration. The Assistant introduces the teacher, collects class fees (if necessary), materials fees if any, and gives students the class evaluation form at the end of class.
- Arrange with Treasurer to provide payment to teachers.
- Arrange with Treasurer to provide payment to mentors (who are determined in advance). Mentors do not teach official classes; they are experts who help individuals with CMSs (e.g.

## Regional Crank-In Planning Guide

oiling, ribber adjustments, troubleshooting)

- Before teachers depart, ask for their input. Send teachers an evaluation form to be returned within a week.

### Discussion – Instruction

There are several options for handling class fees:

1. Registrar maintains class lists and collects class fees prior to crank-in. Teachers are paid at the Crank-In by the Registrar by check, cash or PayPal.
  2. Registrar maintains class lists but students are instructed to pay the teacher directly at the beginning of class with cash and/or checks (ask teachers if they will take checks.)
  3. Registrar maintains class lists and all class fees are collected at the reception table when attendees arrive the first day. Registrar pays teachers on the last day of the Crank-In in cash.
- Each method has advantages and disadvantages, and the Organizer and Committee will decide which works best for the event.

### Teacher Compensation:

There are at least two ways to compensate teachers for classes at the Crank-In.

1. Pay a flat fee per class, based on the length of the class – essentially an hourly rate. Advantages to this method are that the costs of instruction can be budgeted for, fees are known so the Registrar/Treasurer can prepare payments ahead of the event, and class sizes may be set at a reasonable size. The disadvantage to this approach is that a commitment is made to pay for a class, even if enrollment is low. Consider what the break even point is and perhaps cancel classes with low enrollment.
2. Pay per student for each class taught. The advantage to this approach is that one only pays for as many students sign up for the class, making the class somewhat self-supporting. The disadvantage can be that the instructor will take more students than is comfortable for the class being taught.

### Finding Teachers:

There are two methods that can be used to acquire Crank-In teachers. The first method is used to secure the teachers who have previously taught at the Crank-In (if it is a recurring event) and/or are well-known in the “CSM world”. The second method is used to determine who, among previous attendees, may want to teach.

1. Invite specific teachers in the early planning stages (one year prior or as soon as dates are established and a venue is secured). Teachers with experience have many CSM commitments. Ideally, they would be invited to return the following year at the current year’s event.
2. Previous attendees can be a good resource! To determine who is willing and able to teach, the Instruction Chair can, if need be, post a “Call for Proposals”, with a proposal form and deadline. Members who plan on attending and want to teach, fill out the form with their class proposal (whether it be a demo only, a hands-on class, or one-on one instruction). Once the Chair considers all proposals, a recommendation is made to the Organizer Finally, the Instruction Chair responds to all applicants who wrote proposals.

Once the teachers have made a commitment to teach, the Instruction Chair works with the teachers and the Organizer to determine how to best utilize the teachers. Communication is KEY to this phase. Some teachers know exactly what they want to teach (e.g. Ribber or Beginners) while others

## Regional Crank-In Planning Guide

will teach whatever they are asked. Much will depend on the skill levels of Crank-In attendees – for example if they are all beginners vs. if there are no beginners.

### Suggestions for maximum results:

1. Send teachers a short questionnaire asking them their preferences of classes, demos, and/or one-on-one instruction. Ask their proposed fee. Ask how much free time they would like. Ask if they mind a phone call and get the phone number and best time to call. Ask for a short biography for the Crank-In booklet. Email these bios to the Crank-In Booklet Chair three months prior to Crank-In.
2. The list of offerings should not put crankers on overload with too many offerings, nor should it be so limited that it benefits only a few.
3. The best scenario can be offering a combination of a, b and c as follows:
  - a. One-on-one instruction – from an expert, fee and times determined by the teacher. Arrangements for individual instruction may be made privately by email between teacher and students if desired.
  - b. Demonstration only – students watch and learn, take notes, and receive a hand-out. Approximately one-half to one and a half hours in length. Q & A with instructor. Students return to their machines to practice. Demos can and should be repeated for another small group if need be.
  - c. Hands-on class The goal of this type of class is to learn while doing. Students bring their machines, in working order, to the class and are ready to crank. Teachers usually have an assistant to oversee student progress. Handouts are given. Class size can be up to 15-20 but student-teacher ratio should be approximately 8-1 or determined by the teacher. A materials fee may be necessary.
4. Learning experiences and “free cranking time” for practice should be balanced. A 50 /50 program ratio is recommended. The 50% of free cranking time gives attendees an opportunity to socialize, help one another, and practice what they learned from instructors. Consider these scenarios:

#### Scenario #1:

- a. First half day: Trouble shooting by teachers to insure all machines are in working order. Ice breakers and socializing. Free time cranking. If first day is a “full day”, also consider a demo or two (one before dinner and one after dinner).
- b. Second full day: A combination of learning experiences from 9am-3pm only. Free cranking time from 3pm-8pm. (Some folks crank til 10pm!)
- c. Third full day: A combination of learning experiences from 9am-3pm only. Free cranking time from 3pm-8pm.

#### Scenario #2:

- a. First half day: Trouble shooting by teachers to insure all machines are in working order. Ice breakers and socializing. Free time cranking. If first day is a “full day” consider a demo or two (one before dinner and one after dinner).
- b. Second full day: A combination of learning experiences from 9am-10pm
- c. Third full day: Free cranking from 9am – 10pm

## Regional Crank-In Planning Guide

### 2.E Job Description – Vendors

The Vendor Chair is responsible for vendors who will sell CSM-related items at the Crank-In.

#### Specifically, the Vendors Chair will:

- Create a vendor application form (or revise the form from year prior).
- Submit vendor application form to the Publicity Chair for the website and social media.
- Seek vendors of CSM-related items such as yarn, machine parts and tools.
- Approach yarn shop owners in vicinity of the venue for possible vending opportunities.
- Determine what security arrangements need to be made to safeguard vendors' inventories during meals and overnight.
- Remind vendors that sales tax collection and insurance coverage are their responsibilities.
- Welcome vendors when they arrive at the venue.
- Assist vendors as they set up their display tables, and coordinate helpers for unloading/loading.
- Thank and ask vendors for an evaluation of the Crank-In after the event.

### 2.F Job Description – Publicity / Website / Social Media

The target audience for Crank-In publicity is primarily previous attendees, and local and regional crankers. Audiences include yarn shops, social media groups, and the media. The Publicity Chair's responsibility is to inform these target audiences via the Crank-In's website, social media, CSKMS's *Sock Machine Circular* and website, news releases and various Internet postings.

#### Specifically, the Publicity Chair will:

- Create and follow the timeline for publicity opportunities before the Crank-In.
- Create and/or maintain a Crank-In email address, website, social media groups (eg Ravelry, Facebook, and Instagram groups), online mailing list (eg MailChimp), and online survey (eg Google Forms or SurveyMonkey.)
- Write and deliver all publicity at periodic intervals throughout the months prior to the Crank-In to create interest, inform attendees of Crank-In details, and help increase registrations.
- Write an article for CSKMS's *Sock Machine Circular* and local media to publicize the event.
- Gather information from other Crank-In Committees to include in all social media postings.
- Work with the Charities Committee to publicize any charitable projects. This includes writing or co-writing a news release for the local media and yarn shops closest to the venue.
- Act as the contact person for any news media who may show an interest the event or charities.
- Take photographs at the Crank-In to use in follow-up publicity and for future Crank-Ins.

### 2.G Job Description – Hospitality / Refreshments / Goody Bags

The Hospitality Chair is the person who meets and greets attendees when they arrive at the Crank-In.

#### Specifically, the Hospitality Chair will:

- See that the welcome area is set up – with reception tables and chairs.
- Make sure the goody bags are ready to hand out.
- Provide Crank-In schedule and information attendees need to assure them a fun and relaxing time.

## Regional Crank-In Planning Guide

- Provide info on local restaurants.
- Provide info on local activities and attractions for non-cranking guests.
- Prepare a schedule of who will staff the reception table and when.
- Pass out the name tags, goody bags, etc.
- Coordinate a refreshments table for potluck items brought by attendees.
- Coordinate Coffee/Tea/Water for attendees, if not already provided by the Venue Chair.
- Collect goody bags that have not been picked up at the end of the day.
- Be available to answer questions and give help where needed.
- Close down the reception area at the end of the Crank-In and clean up that area.

### 2.H Job Description – Signage / Nametags / Crank-In Booklet

The Signage Chair is responsible for all printed materials, including nametags, signage, and a Crank-In program or booklet.

#### Specifically, the Signage Chair will:

- Create nametags for attendees, guests, instructors and vendors.
- Create signage to assist attendees in finding their way around the venue, and signs showing the Crank-In schedule, class times/locations, and meal times.
- Use white board and erasable marker to create messages as they arise.
- Post all signs necessary in appropriate locations
- Work with Instruction Chair to be sure class and demo listings are posted.
- Buy approved adhesives (e.g. tape, Velcro) to use on back of wall signs.
- Coordinate printing an event banner if desired.
- Hang the Crank-In Banner, and any other informational signage.
- Compile the following information for the booklet:
  - General schedule for Crank-In events, classes, meals, and free cranking times.
  - Graphics (floor plan of building, map of facility, etc.)
  - Teacher biographies and class schedule
  - Donors of door prizes for the "thank you" page
  - Sale/Swap information
- Edit the above information into reproducible form. Design a the cover for the booklet, if needed. Determine final form (size, colors, type of binding, etc.), and with the approval of the Organizer, arrange for printing.
- Arrange for the Registrar/Treasurer to pay printing costs.
- Deliver booklets to the Crank-In for distribution to attendees.

### 2.I Job Description – Audio /Visual

The A/V Chair arranges for any A/V equipment needed during the Crank-In by organizers or teachers, including microphones, projectors, screens, TV's, whiteboards, etc.

#### Specifically, the A/V Chair will:

- Survey Organizing Committee to determine what A/V equipment is needed in the main cranking room.
- Get info from Instruction Chair, or survey teachers to determine what A/V equipment is needed in the classrooms.

## Regional Crank-In Planning Guide

- Determine if A/V items can be furnished by the venue and the costs of rental.
- Have or find an alternate source for borrowing or renting those items.
- Check on the availability and strength of any wifi signal, and provide login information to the Committee.
- Ensure that all equipment is operating correctly before use.
- Ensure that all equipment is packed up and returned to owners, if necessary.

### **A/V Checklist:**

- Microphone(s)
- Laptop(s) with HDMI cable(s)
- TV with HDMI input (s)
- Projector(s)
- Sound system
- Podium
- Video camera

## **2.J Job Description – Door Prizes**

The Door Prizes Chair solicits goods, collects them, gets them to the Crank-In location and supervises their distribution to Crank-In attendees.

### **Specifically, the Door Prizes Chair will:**

- Contact individuals & businesses to ask for donations of goods or services that can be given away during the Crank-In as door prizes. Examples might include:
  - yarn
  - sock machine tools and accessories
  - hand-knitting supplies and tools
  - other textile-related items (such as for spinning, weaving, etc.)
  - gift certificates from yarn shops, online vendors, etc.
  - gift certificates for services (such as CSM lessons, cleaning/repairing a CSM)
  - hand-cranked socks
- Arrange to pick up the donated items or to have the donated items shipped.
- Create a sign or list of the names of donors (and contact information if a business) to display on the door prize table.
- Deliver door prizes to the Crank-In location
- Manage the door prize distribution during the Crank-In:
- Send a written acknowledgement to donors thanking them for their door prize donations

## **2.K Job Description – Sale / Swap**

The Sale/Swap Chair plans and implements the activities at the Crank-In where attendees may sell or swap equipment, tools, and materials.

### **Specifically, the Sale/Swap Chair will:**

- Plan how the Sale/Swap will be set up and managed during the Crank-In.
- Design any forms needed for sellers and buyers, and make the forms available to buyers and sellers prior to and during the Crank-In.

## Regional Crank-In Planning Guide

- Provide information for advertising the sale/swap on the website and social media to the Publicity Chair.
- Oversee the sale/swap and arrange for the security of goods and payments, especially overnight. This includes setting up the sale/swap table and supplying a money box.
- Make sure all payments are distributed to sellers and all unsold goods returned to owners at the conclusion of the Crank-In.

### 2.L Job Description – Charity Knitting

The Charity Knitting Chair plans and implements any charity knitting campaign that the Crank In Committee chooses to promote, such as “Head Over Heels for Vets”, premie hats, Warm Up America, etc.

#### Specifically, the Charities Chair will:

- Find a home for donations of socks, hats, scarves and mittens by researching hospitals, schools, agencies, veterans groups, or other outreach programs nearest to the Crank-In venue.
- Write publicity for Publicity Chair to publish.
- Work with charity liaison to insure items are delivered.
- Work with attendees to collect donations and display during the Crank-In.
- Photograph donations for Publicity Chair.
- Welcome media if they choose to cover the story in person.

### 2.M Job Description – Contests

The Contests Chair coordinates all aspects of contests at the Crank-In. Contests may include socks, clothing, accessories, toys, household items, art pieces, vintage items, and tools.

#### Specifically, the Contests Chair will:

- Create contest descriptions, rules and entry form(s).
- Work with the Publicity Chair to place all necessary forms online, with registration info six months prior to the Crank-In.
- Help promote contests by creating a newsletter article and posts for social media.
- Purchase ribbons or certificates, and arrange for donation of a Grand Prize (e.g. 6 balls of yarn.)
- Accept contest entries and entry forms at the Crank-In.
- Display entries on a table at the Crank-In with ballots if judging is by attendees.
- Tabulate ballots to determine winners and prizes.
- Announce winners and award prizes.
- Publicize contest results and photos on social media.

## Regional Crank-In Planning Guide

### **PART 3 – AFTER THE EVENT**

After each class or demonstration, distribute and collect class evaluation forms. The feedback on these forms should be shared with the teachers and with the Committee. See Part 4 for sample forms.

While teachers and vendors are still at the event, have them complete an evaluation form seeking feedback on what worked and how to improve the crank-in. Consider asking if they are interested in teaching or vending again next year. Have the next year's teaching and vendor forms available. See Part 4 for sample forms.

At the end of the Crank-In, distribute and collect crank-in evaluation forms to all attendees. Consider using an online form such as Google Forms, SurveyMonkey, or TypeForm. The feedback on the forms should be shared with the Committee. See Part 4 for sample forms.

Also at the end of the Crank-In, schedule a short time with the Committee to have a debrief meeting while issues are fresh in everyone's mind. Discuss what went well, what could be improved, and specific ways to resolve issues encountered. Perhaps also follow up with a quick email survey in the week after the event.

If you received a CSKMS grant, be sure to submit all receipts, newsletter writeup, and photos for final payment.



## Regional Crank-In Planning Guide

### **PART 4 – FORMS (See Appendix)**

The forms appendix contains a variety of sample forms for both large and small crank-ins. Download the forms at <https://cskms.org/regional-crank-ins/crank-in-planning-manual/>.

- 4.A Equipment and Supplies List for Crank-In Organizers**
- 4.B Sample Crank-In FAQ's**
- 4.C Budget (lodging and meals included)**
- 4.D Budget (lodging and meals responsibility of attendees)**
- 4.E Sample Registration Form, with Lodging and Classes**
- 4.F Sample Registration Form, with Lodging, NO Classes**
- 4.G Sample Class descriptions – suggestions for workshops**
  - 4.G.1 Demos
  - 4.G.2 Classes and Demos
  - 4.G.3 Classes and Demos
- 4.H Call For Class Teaching Proposals**
- 4.I Vendor Application**
- 4.J Crank-In and Class Evaluation Forms**
  - 4.J.1 Sample Crank-In Evaluation questions and forms
  - 4.J.2 Sample Crank-In Evaluation
  - 4.J.3 Sample Instructor Evaluation
- 4.K Sale / Swap Forms**
- 4.L Contest Rules and Entry Form**
- 4.M Crank-In Logo/Graphic**