



The Cheekwood Gardening School Notes for Instructors

Our expectations for instructors:

Instructors will be adequately prepared in advance of their class, and will provide:

- A PowerPoint, Prezi, Google presentation, or some other type of visual education tool.
 - With enough content for a 90–120-minute presentation (allowing time at the end for questions)
 - The presentation should be in a shareable format that does not require a password or special permission to open.
- A handout on what the class will cover including: Key takeaways/goals, tips and suggestions for further reading.

Files for both the presentation and handouts should be sent to the Adult Education and Docent Manager by the Monday before the class to allow for printing and preparation.

About the instruction and time at Cheekwood:

Instructors may choose to use a combination of in-classroom and outdoor learning experiences, or the entire class may be conducted inside. In the case of inclement weather, please have a plan to keep all learning indoors.

Instructors may arrange to visit Cheekwood ahead of their class for a walkthrough of the classroom and other spaces.

Instructors should plan to arrive at Cheekwood a minimum of 45 minutes before the class to allow time to park, walk to the classroom, and do any last-minute setup if applicable.

Each class participant will receive:

- 90-120 minutes of instruction on a particular topic, and time to ask questions.
- A printed copy of the class handout.
- A digital copy of the presentation reviewed in class.
- Some level of “Who do I contact if I have more questions or want to follow up?” whether that is contact info/business card from the instructor, suggestions of online resources, local organizations, or vendors to explore.