

HOW TO ORGANISE A master:CLASS USER GUIDE



STAGE 1 PRE-master:CLASS TASKS

If it is your first time running a master:CLASS, we hope you will find this user guide helpful. This document contains a lot of the information you will need to organise a master:CLASS.

master:CLASS OBJECTIVES

- Ask why you are organising this class and for whom?
- What do participants want to get out of and achieve through the class?

master:CLASS STRUCTURE

- Write down a plan for master:CLASS, elements of the class and then the plan of action

master:CLASS TIMETABLE

- after writing down the plan, do estimate

how much time will each element take; try to stick to a schedule; you can add to each element some extra time in case it overrun

CONTACTING A MASTER

- If you wish to invite a guest master, contact them as soon as possible to ask if they would be interested to run a workshop for you
- Discuss possible arrangements of classes
- Ask about any materials that they will need

BOOK A SUITABLE WORKSHOP SPACE

- First think if you know of any space that can be rented out for free, say a community cafe
- If not, then start researching online. Try to locate places which would correspond with the nature of the class, that would share

the same ethos. If you are running a class on art&crafts, try to contact art galleries/ community hubs; if it is less of a practical but more of a theoretical workshop then try co-working places who would be interested in your research themes.

- Check if the venue provides any materials or tools that you will need eg. paper, projector etc.

- Check the venue floor space- you should estimate the capacity of the venue before inviting the public to join the class

INVITATION AND PUBLICATION

- Prepare posters and flyers; templates can be downloaded from our website

- By now you should already have an idea who your target audience for the class is, you can then invite people by contacting related organisations, companies, or educational

institutions, and ask if you can post your poster somewhere

- Promote your master:CLASS through social media or related platform eg. Facebook / Twitter / Email

PREPARATION

- Make a checklist of the materials that will be needed eg. booklets, leaflets, props, pens, paper etc.

- Prepare equipments to capture the master:CLASS if possible. A tripod and camera, go-pro, or even mobile phones will do the job.

ETHICS, HEALTH & SAFETY

- Remember to address these issues if you are working with vulnerable groups, especially if you are a research group



STAGE 2 RUNNING A master:CLASS

ASSIGN ROLES

- Think about how many roles you will need in a master:CLASS, and assign your team accordingly to their natural instinct. See below for guidance:

MASTER - individual/group invited to lead workshop, holds specific knowledge relevant for the master:CLASS

CURATOR - promotes the class, produces information before the class, coordinates to ensure all attendees are informed

FACILITATOR - introduces and explains workshop format to participants, leads the class, engage participants

EVALUATOR - observes and evaluates, analogue recorder of the class, removed

from the class as a bystander

ARCHIVER - records the class through digital methods such as photography and video

JOURNALIST - Tweets, instagrams and produces a blog post-class

QUESTION MASTER - ensures that they have a single question to lead the reflection period

ETHICS, HEALTH AND SAFETY

- Assign a person to make sure the safety of participants especially those including tools

FEEDBACK

- Remember to get feedbacks from participants so that you can improve next time!

STAGE 3 POST master:CLASS TASKS

EVALUATION

- evaluate the class by feedbacks and videos and any additional notes that the evaluator has made

MATERIALS FOR OPEN SOURCE CLASSES

- Produce a video/illustrations/photographs etc. for an open source catalogue of master:CLASSES

THANK-YOU EMAIL

- Always follow up with thank you emails to the guest master, venue provider, or even participants