**Farm Financial Workshop Host Responsibilities**

Before Workshop:

* Help to advertise (brochures, news releases, radio?)
* Take registrations if you would like (otherwise have them contact Robin)
* Collect input forms, scan, and email to Robin

During Workshop:

* Have appointment rooms ready and one “break” area
* Greet participants as they come in and show them where to go (if needed)
* Coffee, water, donuts or other morning refreshments for participants and Farm Analysts
* Lunch for Farm Analysts (not participants)
* Afternoon drinks and refreshments for participants and Farm Analysts

After Workshop:

* Invoice Robin Reid for all expenses related to workshop:

KSU Department of Agricultural Economics

Attn: Robin Reid

331E Waters Hall

1603 Old Claflin Place

Manhattan, KS 66506