

Workshop Demonstration Guide

(On-campus demonstrations)

Introduction

The Workshop Demonstration guideline is a 'best practice' guide on how to efficiently run a workshop demonstration. This guide describes the general preparation and description of the roles required for a workshop demonstration.

Preparation

In order to ensure an efficient workshop demonstration, the following list of items must be prepared prior to the demonstration by the Workshop Demonstration team:

- Prepare PPM presentation to suit the needs of audience
- Prepare the Integration Unit to make sure its clean and presentable
- Ensure PPE is clean, safe to use and satisfies the required amount of audience
- Prepare plastic products to let visitors take away, as it leaves a longer lasting impression of PPM
- Ensure media consent sign is displayed at the workshop
- Ensure everyone's Working With Childrens Check (WWCC) is valid for engaging visitors under 18
- Ensure Precious Plastic Uniform is clean, neat and presentable
 - The Precious Plastic Uniform consists of Precious Plastic T-shirt, long pants and closed toed shoes. Long hair must be tied back
 - No ripped clothing or potential offensive logos will be accepted as the uniform
 - If weather is cold and you wish to wear additional clothing, please wear a long sleeve shirt under the Precious Plastic T-shirt

Logistics

- One of the demonstration team members is responsible for meeting the visitor before bringing them to the PPM workshop.
- Run the workshop
- Someone to guide them back to the pickup location

Roles of the Workshop Demonstration Team

Organiser (Management):

- Role description:
 - Main person communicating between external parties interested in visiting the workshop and PPM team.
- Key Responsibilities:
 - Organising availability of PPM team for workshop demonstration via the PPM Engagement Signup sheet
 - Sending confirmation emails to external parties to confirm attendance, and event details
 - Prepare event details for PPM team to prepare for workshop demonstration
 - Sending a follow up email to attendees after the event for [feedback](#) and thank them for visiting
 - Sending a follow up email to answer any questions that couldn't be answered during the workshop demonstration

Demonstrator (Training Required):

- Role Description:
 - Main person to deliver presentation on Precious Plastic Monash and the Integration Unit
- Key Responsibilities:
 - Have a good understanding of the presentation content and confident in ability to deliver them to visitors.
 - Delivering presentation content during the workshop demonstration
 - Prepared to answer questions visitors may have about the machines.
 - Note down and questions visitors may have for future FAQ reference
 - Follow up any questions that couldn't be answered and inform the organiser to communicate it back to visitor
 - Clean the machines and workshop after workshop demonstration

Workshop Facilitator (Unit Induction Required):

- Role Description:
 - Main person to prepare workshop and ensure all machines and equipment are ready for demonstration
- Key Responsibilities:
 - Ensure the machines are clean and in good working condition prior to workshop demonstration
 - Please notify the organiser if a machine will not be operational during demonstration time
 - Have a good understanding of the machines and confident in ability to use them.
 - Ensure machines are set up and preheated 20 minutes prior to demonstration
 - Prepare the workshop space to a clean and tidy standard prior to the workshop demonstration
 - Prepare materials for visitors to use during demonstration
 - Clean the machines and workshop after workshop demonstration

Support crew:

- Role Description:
 - Volunteers to support the Demonstrator and Workshop Facilitator where required
- Key Responsibilities:
 - Assist the Demonstrator and Workshop Facilitator to ensure the smooth running of the workshop demonstration
 - Ensure visitors are respecting the workshop, machines and equipment and notify the organiser if visitor fails to do so
 - Ensure visitors are having a safe, fun and engaging experience
 - Note down and questions visitors may have for future FAQ reference
 - Follow up any questions that couldn't be answered and inform the organiser to communicate it back to visitor
 - Clean the machines and workshop after workshop demonstration
 - Take photos of workshop demonstration and forward to marketing team and organiser after the workshop