

BEST PRACTICES

Best Practices # 053: Handouts

Heading: Meetings and Demonstrations



A good handout is important to the success of a demonstration because it will help the attendees better understand the steps involved in completing the turning and serve as a guide to take home with them. You should know approximately how many will attend so you have enough handouts for everyone. A handout should include the following

Elements:

- Title: should be descriptive
 - Introduction: statement about the turning and an overview of the demonstration itself
 - Design considerations: a short explanation about the turning's design
 - Wood: should include wood used, recommended or not recommended, if appropriate
 - Tools: should also include accessories
 - Materials: this includes such things as dyes, paints, etc.
 - Steps: logical steps from start to finish
 - Measurements: these are particularly helpful to new turners
 - Illustrations: should include both pictures and drawings
 - Sources of materials: include name, address, web site, and phone number
 - Suggestions for further study: if appropriate, it can be very helpful
- (Remember to carefully proofread your handout and be sure to double-check all measurements and illustrations. "Beta test" the handout to make sure it is useful and correct. Use the handout yourself to complete the turning; or, ideally have another turner try to use it.)

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