South West Early Music Forum

registered charity no. 291319

Instructions for organising an event for SWEMF

Well in advance (eg a year)

1. Have a venue and tutor in mind. Consult them.
2. Consult the committee re date and the treasurer re cost of these
3. Book both venue and tutor.

Venue: needs easy access, decent toilet facilities, parking, kitchen facilities for refreshments.
Tutor: Get an idea of what you/they would like as the subject.
Participants: start alerting friends, local choirs etc.

4/6 months beforehand

1) ask the tutor to provide a brief biography, if possible including a photo for the website.
2) ask the tutor to send info about the workshop, participants/ pitch as they would like it to appear on the website.
3) write a paragraph about the venue and facilities (parking, address and post code), arrangements for lunch, start and finish times, date by which applications must be in.
4) Get some basic info up on the website asap.

3 months beforehand

1) Fill out the webmaster's form which will be turned into the application form. Consult the instructions for this.
2) Discuss the provision of music with the tutor. Participants are often happy to print their own or use a tablet/ iPad. Larger scale works may be available to hire. If the cost is more than £100 please consult the treasurer.

Make a list of participants and any payments by cheque/ cash as they arrive. Keep an eye on the balance of parts.

A couple of weeks beforehand:
Send out an email to the participants with final details and instructions, fix a couple of people to look after the refreshments, arrange chairs, help with parking.
Try to arrange lifts if required.
Include the music for printing out if appropriate.
Make sure that you know how much music needs printing (perhaps add a few extra in case).
Prepare name labels.

On the day:
Find a surface near the entrance for the name labels/ packs of music/ list of participants. Keep an eye on this as you meet and greet.
Allow time for hot drinks and biscuits before the start time.
Welcome tutor and participants, give them the agreed timetable for the day, point out exits.

During the day try to find someone to write up the meeting, and take some photos for the website.
At the end, be ready to thank the tutor, or ask someone else suitable to do this.
Finish promptly.

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