

SWEMF WORKSHOP ORGANISATION

14/07/17

This document contains guidelines for organising a workshop to help those who are new to the task.

BEFORE THE DAY

1. Inform the Secretary at a meeting or by email of a possible workshop to be organised by a committee member or non-committee member. A SWEMF member can suggest a workshop without being obliged to organise it. If a non-committee member wishes to organise a workshop, a committee member, possibly the county representative, should be asked to act as a mentor to the organiser. Keep the Secretary fully informed of progress in setting up the workshop. This is to avoid any clashes. Also it is easier to solve any problems if they are tackled early in the process of organisation. The Secretary and/or the mentor can inform the Committee of progress.
2. Choose a tutor and agree with the secretary on the fee to be paid. Discuss with the treasurer what arrangements will be made for payment to the tutor.
3. Agree a date with the tutor and check with the website to ensure it does not clash with any dates already fixed. The Secretary should also be consulted to make sure that it does not clash with any other date which is under consideration.
4. Find a venue and make a booking after checking the venue for size, heating, lighting, seating arrangements, facilities for making refreshments such as kettles and an urn and provisions of loos. Discuss with the treasurer what arrangements will be made for payment for the venue. If required by the venue, obtain a copy of the Public Liability Insurance certificate from the Treasurer. An organiser should be aware of health and safety regulations of the venue and give out any relevant information at the beginning of the workshop e.g. fire exits.
5. The tutor and the organiser should liaise about the source of the music. The music to be used can be sourced in several ways. If the music has to be hired, the tutor and organiser must decide the source of the music. The music may be obtained from libraries or music hire organisations. The cost can be claimed by the organiser. If the tutor supplies the music, the tutor can claim for the cost of any photocopying required and at the end of the workshop either takes away the music or gives it away. There should be negotiation between the tutor and organiser to decide which option to choose. No more than £100 should be spent on music, however it is obtained and any costs should be put before the treasurer for approval.
6. Calculate what entry fee should be charged for fora members and non-fora members to enable the workshop to make a profit. The Treasurer can assist in the calculation and advise on whether a small loss is acceptable. The organiser does not pay an entry fee. Normally a refund of the fee can be given if at least one week's notice of non-

attendance is received. The organiser can bend the rules only in exceptional circumstances.

7. The programme (composers and music) should be decided by the tutor.
8. Decide whether voices and/or instruments are required. The instruments should be specified. Also specify the pitch.
9. The organiser should liaise with the tutor to decide about numbers and balanced parts and agree on the maximum number required. When a suitable balance has been achieved, the list can be closed although the list may be kept open if there is a shortage of tenors, for example, but closed for everyone else. If necessary, a closing date for applications may be stated on the application form.
10. Design an application form, in consultation with the tutor. Forms from previous workshops can be used to help in designing the form. SWEMF's 'banner headline' should be at the top of the form. This banner headline can be obtained from the Secretary or copied from one for another workshop obtainable from the website. When completed, a copy should be sent to the Diary Editor for inclusion in the diary 4-6 weeks before the date of the workshop and also a copy to the Web Editor for inclusion on the website. The application form should contain the following information.
 - a. A title.
 - b. The date of the workshop.
 - c. The starting and finishing times for the workshop. If there is to be a time for tuning this should be mentioned.
 - d. Details of the forces required; voices, instruments (to be specified).
 - e. Details of the composers and music to be studied.
 - f. Biographical details of the tutor to be included.
 - g. Precise information about the venue to include the address with postcode, ideally with instructions on how to get there.
 - h. Parking instructions should be given, particularly if parking is difficult. Also access to the venue should be stated.
 - i. The organiser should assess the venue to see what facilities there are for those with mobility or sight problems. Facilities could include ramps, lifts, parking nearby, lavatories and lighting. Brief information about these should be included in the workshop publicity, including the application form.
 - j. Mention should be made that anyone requiring a lift and anyone offering a lift to the workshop should contact the organiser via the application form and he/she can make appropriate arrangements.

- k. Refreshments (coffee, tea, biscuits) should be mentioned.
 - l. Advice on whether there are shops, pubs, cafes etc which can provide lunch. It may be advisable to bring a packed lunch if resources are sparse.
 - m. The cost of the workshop for fora members and non-fora members. It should be made clear on the application form that normally a refund of the fee can be given if at least one week's notice of non-attendance is received particularly when the planning and preparation of the music has already been done.
 - n. The organiser should give details of his or her name and address in order for the application form to be returned together with a cheque payable to SWEMF for the appropriate amount. A mobile phone number should be given so that applicants can contact the organiser if there is a problem on the day of the workshop.
 - o. A tear-off slip should appear at the bottom of the form on which the applicant can give details of name, address, voice/instrument, telephone number, email address and whether a member of a forum. An appropriate cheque made payable to SWEMF should be enclosed.
11. On receipt of application forms and cheques, a spreadsheet should be set up to record all the information on the form, especially the telephone number and email address. It is recommended that a group email be set up as applications come in, since it is important that applicants can be informed at short notice if changes have to be made or the workshop has to be cancelled.
 12. Application forms can be distributed at events, concerts and workshops to publicise the workshop.
 13. At least two weeks before the workshop make sure that there are enough applicants to enable the workshop to make a profit. If a loss is likely, check with the Treasurer on what loss is acceptable.
 14. Ask someone to take care of refreshments. SWEMF does not charge participants for refreshments unless the workshop is likely to make more than a small loss.
 15. Ask someone to write an account of the day for the diary and someone to give a vote of thanks at the end of the day.
 16. Inform the tutor of the numbers expected to attend about a week beforehand. Also give details of the voices and instruments so that the tutor can ensure there are enough copies of scores/parts before the day.

ON THE DAY

1. Open the venue at least half an hour before the starting time.
2. Make sure that all participants have arrived and paid. Name labels can be given out particularly if the number of participants is large. Help may be needed to register the participants and hand out the music. Information leaflets or flyers can be available for distribution to non-members.
3. Agree on a timetable for the day with the tutor.
4. Announce any information relevant to Health and Safety in the venue e.g. fire exits.
5. Introduce the tutor and announce the time of refreshment breaks.
6. Ensure that the tutor has lunch provided either as a packed lunch or a pub lunch.
7. Pay for the venue as agreed beforehand.
8. Pay the tutor as agreed beforehand.
9. Make sure the venue is left tidy.
10. Collect the music and if the tutor has supplied the music and is in agreement, allow the participants to take music away. If the tutor does not wish to keep any music, decide if SWEMF should keep it.
11. From time to time tutors may wish to sell CDs or books during their workshop; this is acceptable, but it should be made clear to the tutor that this is entirely a private arrangement, and that SWEMF cannot take any responsibility for organising such sales, nor for any resulting financial transactions.

AFTER THE DAY

1. Send details of participants, sums paid (cheques and cash) etc. to the Treasurer using the form provided by the Treasurer.
2. Keep separate records of expenses i.e. tutor, venue, refreshments and any other specified expenses. Attach receipts or an explanation to any claim for expenses.
3. Ensure all cheques have been sent to the Treasurer, and that s/he has acknowledged receipt of these. Should any payments have been made in cash, any such should be converted to a cheque from the organiser, and sent to the Treasurer.
4. Formally thank the tutor.
5. Let the diary editor know who is writing an account of the day.