

## THE BORDER MARCHES EARLY MUSIC FORUM

### GUIDELINES FOR THE ORGANISER OF A WORKSHOP (as revised 22 April 2015)

**THANK YOU!** *You have agreed with BMEMF's Council to organise a future Workshop for which, subject to confirmation, the date, venue, scope (vocal, instrumental, or both) and Tutor's name have been decided. NOW, HOW TO PROCEED ?*

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#### COMMUNICATING AND MAINTAINING RECORDS 1 --

You will probably conduct much of what follows by Email, with files attached as appropriate. To insure against mishaps (to your computer and/or your person) retain hard copy of key communications, with notes added of telephone numbers, postal addresses, pertinent conversations *etc*.

For conventional letter-writing use copies of the BMEMF letterhead (obtainable from a member of Council).

With arrows, ticks, highlighting, pencilled notes in "bubbles" *etc* you can **convert a copy of these Guidelines** (latest edition downloadable from the Website) **into your planning diary.**

These Guidelines supplant all previously-issued BMEMF check lists, contract forms and reporting forms.

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#### INITIALLY - WITH THE TUTOR - 2 --

Ensure that the Tutor has a clear appreciation of what the Early Music Fora and their workshops are, and recommend a visit to the BMEMF Website.

Confirm title, musical content and date, and then inform the Chairman (who feeds this information to the BMEMF Website and Newsletter) and Secretary.

Obtain the Tutor's biographical information and his/her statement introducing the music and naming pieces.

Will the Tutor require a keyboard? If instrumental, are there any requirements for type of instrument acceptable (and A=440 or A=415)?

Will the Tutor provide all necessary copies of music scores? Will you be expected to source any by library loan, by purchase, or by having it printed (*eg* from Choral Wikipedia / cpdl)?

How will the Tutor reach the venue, and at what time? Timetable for sessions?

Will the Tutor need overnight accommodation in a Member's (your?) home?

Fee: ask for a proposed single figure to cover the Tutor's services + VAT (if applicable) + travel + music scores; then obtain guidance from the Treasurer on whether to negotiate; finally get OK from the Treasurer.

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#### INITIALLY - FOR THE VENUE - 3 --

Contact the person in charge, and establish whether BMEMF's requirements - date, working space, quietness, seating, lighting, heating, refreshment facility, tables, toilets, disabled access, parking - can be met.

Determine the cost of the venue, and cancellation terms. Is there a separate charge for facilities? Is there a discount for BMEMF as a Registered Charity?

Visit the venue and decide whether BMEMF members and the Tutor would consider it suitable, and whether the

person in charge can "deliver". (If you decide not, consult the BMEMF Secretary and find somewhere else.)

Note whether a keyboard, a music stand and a podium are available.

Get the person in charge to pencil-in a provisional booking.

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### **THEN - CONFIRMATION OF BOOKINGS**

Send a letter (or an Email with title reading *BORDER MARCHES EARLY MUSIC FORUM*) confirming in precise terms all that you have agreed, and mentioning that the fee will be paid with a BMEMF cheque on the day. Ask the tutor to confirm agreement by return.

After receiving the Tutor's confirmation, send to the person in charge of the venue a confirmatory letter with, if required, a BMEMF cheque as deposit and/or the venue's booking form and/or proof of Public Liability Insurance (obtainable from the Treasurer).

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### **THEN - REGISTRATION FEE**

Add up costs as follows:- Tutor + venue (as agreed).

Scores (estimate cost of your purchasing / hiring / printing, say, 50 copies or 25 for a small workshop).

Leaflets (estimate £40).

All other, including possible lunch for Tutor (estimate £40).

Guess the "absolute maximum" and "absolute minimum" attendance expected, add them together and divide by 2 to get a "realistic" number.

Divide the sum of costs by the "realistic" number to get £x (no pence, please!).

Make the Member's fee £(x-1) and the non-Member's £(x+1). Example: Member £14 and non-Member £16. Irrespective of the calculation, make the Student fee £5.

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### **THEN - PUBLICITY LEAFLET (INCLUDING DETACHABLE BOOKING FORM)**

Produce a leaflet suitable for printing on one or both sides of an A4 sheet. To enable this, get hold of leaflets already issued for several other BMEMF workshops, and design yours to be as good as them (or better!).

Urge early application. (Stating a closing date is optional.)

Ask for cheques to be post-dated to the workshop day (but don't make this an issue when registrations arrive).

If your day is to include BMEMF's Annual General Meeting, announce this (discreetly) in your leaflet.

Does your drafted leaflet attract attention (for good reason!)?

Does it say all that a potential participant might need to know before deciding to apply?

Does it give the precise address of the venue and say how to get there?

Is the Application Form user-friendly? Is the reverse side of the form free of essential printed material?

Does the Application Form ask for an Email address? (This applies even if you yourself are not on Email.)

After removal of the Application Form, will it still show details of how to contact you?

If it were someone else's leaflet, would you admire its layout and lucidity?

Get a(nother) member of BMEMF Council to check the draft, then give the final version to the Chairman for onward transmission to the Website and for printing and Newsletter insertion.

## PUBLICITY

Our normal channels are:- Listing in the BMEMF Newsletter and on the Website, which leads automatically to listing by the other EMFs.  
 Insertion of the leaflet in either one or two issues of BMEMF Newsletter (copy deadlines 25 FEB, 25 APR, 25 JUL, 25 NOV).  
 Leaflet downloadable from the BMEMF Website.

In addition we encourage:- Publication, in the Newsletter and on the Website, of previews written by or on behalf of the Organiser.  
 Free listing in *Broadsheep* and (tactically) parish magazines *etc.*  
 Promotion at other musical events by placing leaflets (bare or inserted into Newsletters) on display.

Immediately the leaflet is in print send a courtesy copy (with a note) to the Tutor.

## APPLICATIONS RECEIVED

As forms and cheques arrive, scan them for completeness. We do not normally check whether applicants paying at Member rate are dishonest. If anyone asks for fee reduction consult the Treasurer. Do not pay a fee yourself when registering.

Promptly Email all accepted applicants who have given Email addresses:-

*BMEMF heading .... Dear .... This is to confirm your registration for ....*

*In case I may have to send you last-minute information, please check your In-Box before travelling.*

*Looking forward to meeting you on the day .... meanwhile, if you are unable to come, please tell me a.s.a.p.*

If you are not on Email, delegate this task - maybe weekly - to a(nother) Council member.

About 10 days before the Workshop review the number of registrations and the mix of voices and instruments offered. Confer with the Chairman if you are short of applications.

Statutory warning: do not use Application Form information for non-BMEMF purposes.

## BEFORE THE DAY - FINAL ACTIONS

Make two-way contact with the Tutor to finalise arrangements. If the Tutor is providing music scores, ensure that he/she will bring enough. Requirement for lunch? Exchange mobile phone numbers for emergency contact.

Get hold of any music scores that are not to be brought by the Tutor and check that the number of copies exceeds the number of participants.

Make two-way contact with the venue, ensure that it will be open from 08.00 and that a person will be contactable all day if something goes wrong.

Plan direction signs for cars approaching the venue, and for parking. Get existing signs and/or make new.

Get hold of the BMEMF boxes of catering materials and, as needed, purchase milk, tea, coffee, sugar, "quality" biscuits, disposable cups *etc.*

Decide for which tasks you will need help on the day, and book volunteers accordingly.

Ensure that someone will bring BMEMF printed matter (Newsletter, Workshop leaflets, Membership leaflet) for display. Also, if needed, a music stand and / or keyboard for the Tutor.

Finalise the list of participants, indicating who has paid at non-Member rate, and print spare copies for the Membership Secretary, Treasurer and Tutor.

Prepare name badges. (Ensure that they are accurate and easily readable: large, bold type or broad-tip pen.)  
Prepare any signs needed for seating *etc*.

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## **ON THE DAY -**

Assuming that registration will begin at 09.30, arrive at the venue (followed by your volunteers) by 08.30.

Erect road, parking and other signs.

Ensure adequate heating. (Even in "summer" some churches are too cold to sit in all day!)

Assign where outerwear, instrument cases *etc* are to be put.

Arrange seating with, if possible, a raised area for the Tutor.

Acquaint yourself with light switches. Optimise the lighting.

Arrange tables for registration, music scores, promotional leaflets and refreshments.

Lay out name badges.

Ensure that participants are greeted by you or a volunteer on arrival, and that they can get tea/coffee (free of charge) on arrival as well as later in the day. Negotiate with anyone who turns up without pre-booking.

Your priority is to host and assist the Tutor. Finalise the timetable (singers' warm-up should not exceed 10 min) and subsequently ensure that all adhere to it. Provide the Tutor with a "pub" or sandwich lunch if necessary.

Before the start, persuade someone (ideally, not a member of Council) to vote thanks to the Tutor at the end.

Before the start, persuade someone (ideally, not a member of Council) to write a report for BMEMF Newsletter, submitting it *via* the Chairman (incentive: zero fee when next registering for a BMEMF workshop!).

At the start, draw attention to exits and any trip hazards, and to the timetable. Invite anyone, if they wish, to take photos during the day and submit them to the Chairman for possible website use. Formally introduce the Tutor.

At the end, deliver the Tutor's cheque.

Ensure that the venue is left tidy and that all BMEMF material (including signs and catering boxes) is removed.

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## **AFTER THE DAY -**

Send a note (or Email) of thanks to the Tutor (and to others?).

(Or on the day -) Pay for the venue, claim your out-of-pocket expenses from the Treasurer, and give the Treasurer all cheques and cash received.

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## **OCCASIONAL FEATURES NOT MENTIONED ABOVE (CONSULT COUNCIL)**

Tutor's assistants

Multi-day workshops

Concerts

Grant applications

Sharing with another organisation

Elaborated leaflets/forms

Reduced fees for young persons

Having score booklets printed

Distributing scores in advance

Illness of Tutor or Organiser

Bad weather

