

THE BORDER MARCHES EARLY MUSIC FORUM (BMEMF)

GUIDELINES FOR THE ORGANISER OF A WORKSHOP

(re-drafted and approved by Council on 1 April 2019)

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

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1. COMMUNICATING AND MAINTAINING RECORDS

- 🍏 Text communication will be mainly by email, with files (preferably in PDF or JPEG format) attached as necessary. Include *BORDER MARCHES EARLY MUSIC FORUM* or *BMEMF* in all headings.
 - 🍏 To insure against mishaps retain hard copy of key communications, with notes added of conversations, telephone numbers and addresses.
 - 🍏 **Download from the website and print a copy of the latest edition of these Guidelines, and use hand-written scribbles to make this your planner and checklist.**
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2. INITIALLY - WITH THE TUTOR

- 🍏 Ask the Tutor to look at the BMEMF website in order to understand our expectations.
 - 🍏 Confirm the title, musical content and date, and then inform the Chairman and Secretary (who feed this information to *BMEMF Newsletter*, the website, and other organisations).
 - 🍏 Obtain the Tutor's biographical information and his/her statement introducing the Workshop content and naming pieces.
 - 🍏 Will the Tutor require a keyboard? If instrumental, what instruments will be OK (and A=440 or A=415)?
 - 🍏 Will the Tutor provide all copies of music scores? Will she/he send you PDFs or refer you to internet sources? When? Will you be expected to source any scores by printing, loan or purchase?
 - 🍏 How and when will the Tutor reach the venue? Timetable for the day? Will the Tutor need overnight accommodation in a Member's 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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3. INITIALLY - WITH THE VENUE

- 🍏 Contact the person in charge and establish whether BMEMF's requirements - date, working space, quietness, seating, lighting, heating, tables, facility for refreshments, toilets, disabled access, parking - can be met.
 - 🍏 Determine the cost of the venue, conditions of use, 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 be expected to "deliver". (If you decide not, consult the Chairman and find somewhere else.)
 - 🍏 Note whether a keyboard (unlocked), a music stand and a podium are available.
 - 🍏 Get the person in charge to pencil-in a provisional booking.
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4. THEN - CONFIRMATION OF BOOKINGS

- 🍏 Email the Tutor to confirm in precise terms what you have agreed, mentioning that he/she can be paid on the day by cheque or afterwards online.
 - 🍏 **After receiving the Tutor's confirmation, email the venue to confirm the booking.**
 - 🍏 If necessary, get the Treasurer to pay a deposit and provide proof of our Public Liability Insurance.
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5. THEN - REGISTRATION FEES

- 🍏 Add costs of Tutor and venue to estimate for scores + leaflets (£40) + other publicity + all other items including catering + a sandwich lunch for the Tutor.
- 🍏 Guess attendance: "absolute maximum" and "absolute minimum" numbers. Add these together and divide by 2 to get a "realistic" number.

- 🍷 Divide the total costs by the “realistic number” to get £x (no pence, please).
 - 🍷 Make the fee for EMF members £(x-1) and for non-members £(x+1). Irrespective of the calculation, make the student fee £5. (BMEMF Council may decide different fees for outreach projects.)
 - 🍷 **Secure budget approval by the Treasurer.**
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6. THEN - PUBLICITY LEAFLET (INCLUDING DETACHABLE BOOKING FORM)

- 🍷 **The challenge is to design a leaflet that is lucid and which creates at least as strong an impression as the best of previous BMEMF leaflets.**
 - 🍷 For this reason, and to make sure that you have all of the right information printed, and to avoid traps such as ambiguity, **consult several leaflets issued for Workshops held during the past year.**
 - 🍷 Urge early application (but do not give a closing date). Give the alternative of paying online (immediately) or by cheque (post-dated to the day of the Workshop). Say that refunds are not normally made for cancellation less than a week before the Workshop.
 - 🍷 Give the venue’s address, including postcode (for satnav) but not a map at this stage.
 - 🍷 IN SMALL PRINT at the end of the booking form put: *I give permission to BMEMF (Charity No 512160) to store information that I provide now and in future and to use it for the purposes outlined in its DATA PROTECTION POLICY (see www.bmemf.org.uk)*
 - 🍷 BMEMF’s traditional single-sided, yellow A4 leaflet remains acceptable (with or without a black-and-white picture). Consult the Chairman or Treasurer if you would rather produce in a two-sided or glossy/full-colour format.
 - 🍷 Get copyright permission if you wish to use a photo or graphic from a Tutor’s CD sleeve or other source. (This could apply also to a score - see 9 below: consult the Tutor.)
 - 🍷 Ask the Tutor to check your draft for errors. (Give a deadline for reply.)
 - 🍷 **Get a(nother) member of Council to do a final proof-reading of the whole leaflet.**
 - 🍷 Arrange with the Editor for printing and insertion in *BMEMF Newsletter*. (Agree a deadline, which can be later than the published deadline for editorial material.)
 - 🍷 Email your leaflet to the webmaster, who will make it available online and with online registration.
 - 🍷 Email or post a courtesy copy to the Tutor.
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7. FURTHER PUBLICITY

- 🍷 Seek free listing with local websites and parish magazines.
 - 🍷 The Chairman and Secretary will send email alerts to various contacts, will arrange publicity in *Broadsheep* and *Leominster News* and, if you request it, email a reminder to members 3-4 weeks before the Workshop.
 - 🍷 Local choral and instrumental groups: get someone in each group to announce and distribute leaflets.
 - 🍷 Ensure that your leaflets are on display at preceding BMEMF workshops.
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8. RESPOND TO APPLICATIONS

- 🍷 As forms and cheques arrive, check them for completeness. (We do not normally check whether member rate is claimed incorrectly.)
 - 🍷 Applications made online will come to you automatically. (After the Workshop the Treasurer will check for receipt of online payments.)
 - 🍷 Remember to register yourself but do not pay a fee.
 - 🍷 **Promptly email applicants to say that their registration is (or, in rare cases, is not) confirmed.** If necessary, make prints for any SAEs received. Don’t forget to put BMEMF in heading. Say that another email, giving final information, will follow 1-2 weeks before the Workshop.
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9. MUSIC SCORES

(NB: No-one should be expected to share a score.)

- 🍷 Get purchased or loaned scores as required. (Consult the Treasurer on how many “spares” to allow.)
 - 🍷 Arrange to have scores printed if required. (Consult the Treasurer for advice.) For choral scores the preferred format is two-sided A4 collated as a spine-stapled booklet with numbered pages, an index on the cover page and a statement: *Booklet prepared solely for use in the Workshop. Use for any other purpose may be subject to copyright restriction.*
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10. FINAL ACTIONS BEFORE THE DAY

- 🍎 Make two-way contact with the Tutor to finalise arrangements. Exchange mobile-phone numbers.
 - 🍎 Update the tutor on the mix of participants and the numbers of scores (if any) to bring.
 - 🍎 Email (or mail) all participants with final reminders, such as registration and finish times, postcode, map, parking, music stand, mug for tea/coffee, packed lunch, your mobile-phone number.
 - 🍎 Make two-way contact with the venue. Ensure that it will be open (and warm!) at least an hour before registration, and that a person will be contactable all day if something goes wrong.
 - 🍎 Get hold of the BMEMF boxes of catering goods, direction signs etc and, as necessary, purchase name tags, milk, tea, coffee, sugar, “quality” biscuits, disposable cups etc.
 - 🍎 Ensure that someone will bring BMEMF leaflets for display. Also, if needed, lighting rig, podium, music stand, keyboard.
 - 🍎 Book volunteers for receiving participants (and parking?), issuing name tags, arranging chairs, and (at least two) for catering.
 - 🍎 Finalise the list of participants, indicating who paid by cheque and who online. Print copies for the Treasurer, Membership Secretary and Tutor.
 - 🍎 Prepare name tags. Ensure that they are easily readable (large, bold, type or broad-tip pen).
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11. ON THE DAY

- 🍎 Arrive at the venue one hour before the time scheduled for registration.
 - 🍎 Ensure adequate heating.
 - 🍎 With help from your volunteers, erect road, parking and other necessary signs. Get water on to boil and arrange seating, tables etc.
 - 🍎 Assign where outer wear, instrument cases etc are to be put.
 - 🍎 Acquaint yourself with light switches. Optimise the lighting.
 - 🍎 Lay out name tags, a timetable for the day, and publicity material.
 - 🍎 Ensure that on arrival participants are greeted by you or a volunteer, and that they can get tea or coffee (free of charge) then and during the breaks.
 - 🍎 **Your priority is to host and assist the Tutor. Provide him/her with a sandwich lunch and other refreshment as needed throughout the day.**
 - 🍎 At the start, draw attention to exits and any slip/trip hazards, and to the timetable. Mention that photos may be taken during the day and may subsequently appear on the website. Introduce Tutor (briefly).
 - 🍎 Preferably not later than the first break, get someone to agree to produce a write-up for *BMEMF Newsletter*. (Incentive: free registration for a future Workshop.)
 - 🍎 Persuade someone to vote thanks to the Tutor at the end.
 - 🍎 Non-loaned scores: ensure that the Chairman gets two copies for the archives, and invite participants to take the remainder away (free of charge).
 - 🍎 After the end: make arrangements for the Tutor to be paid.
 - 🍎 Ensure that the venue is left tidy and that all BMEMF signs, equipment and goods are removed.
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12. SHORTLY AFTER THE DAY

- 🍎 Email thanks to the Tutor (and others?).
 - 🍎 (OR ON THE DAY) Pay for the venue, claim your out-of-pocket expenses from the Treasurer, and give the Treasurer the final list of participants and all cheques and cash received.
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13. OCCASIONAL FEATURES - CONSULT CHAIRMAN OR TREASURER -

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|-------------------------------------------------|-------------------------------------|
| - Tutor’s assistants | - Outreach funding |
| - Illness of Tutor or Organiser | - Application for a grant |
| - Bad weather | - Sharing with another organisation |
| - Multi-day Workshop | - Waiver of registration fee |
| - Multi-activity Workshop | - Concert |
| - Distribution of scores in advance of Workshop | |
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