

CULTURE LIVE: EVENT ORGANISERS GUIDE

A brief guide to initiating and organising a “broadly cultural event”.

Most Culture Live Events involve members visiting a modestly priced ‘broadly cultural’ destination and returning on the same day. Whilst members safety and security are paramount, we aim to keep organisation of one day/local events as simple as possible. Major events (involving greater distance, overnight accommodation or more expensive event tickets) necessitate more formal administration procedures - which are detailed below.

First and foremost, as members of U3A we MUST follow the rules, regulations and working principles outlined below:

- All Culture Live Events are personal social arrangements between individuals, co-ordinated by an ‘Event Organiser’.
- Event organisers are responsible for making all ticket and travel arrangements for each event they organise. *Notwithstanding this responsibility, event organisers are unpaid volunteers who do not act in a professional capacity as booking or travel agent.*
- The estimated cost of all events must be available to members prior to them opting to participate in an event.
- Members must pay event organisers by given deadlines for the face value of tickets and travel booked at their request.
- Individual payment arrangements are at the discretion of each event organiser; these must be available to all members.
- Event organisers may not receive payments in excess of the face value tickets for event, travel & accommodation.
- As soon as tickets have been purchased by the event organiser, **they belong solely to the member who requested them.**
- If a member subsequently becomes unable to use their ticket(s) it is that members responsibility to find an alternative user – *or to bear the cost of any loss.*
- U3A insurance policies (through The Third Age Trust) do not cover any aspect of Culture Live Events which take place away from recognised U3A venues (i.e. members’ homes, St Cuthberts etc.).
- All insurance in connection with events involving travel is the responsibility of individual participating members.
- When travelling to an event involves the use of members’ cars, Preston and District U3A rules for car sharing costs apply.

Payment arrangements for ‘Major Events’:

- Every member participating in a major event must ensure that payment of an agreed deposit (which should be indicated on the event interest register) covering most of the estimated cost of event tickets, travel and accommodation plus any other costs incurred in advance of the event, is received by the event organiser before the purchase is made. A final payment must be made as soon as all costs have been accurately established.
- The preferred safe method of payment is a ‘BACS’ bank transfer which is recorded in both party’s bank statements.

If there’s ‘AN EVENT’ that you think may be of interest to others – and you might be prepared to organise:

- *You need to establish if others really do share your interest!*
- In the first instance contact the appropriate genre advocate (see website genre links) - or the Culture Live group leader.
- If your suggestion is for a comparatively modest event, the genre advocate will add details to the Activity Calendar; members may then contact you to register their interest. All further arrangements should be made directly with these members.
- All of the genre advocates are committed to assisting volunteer event organisers to ensure the success of their event.

Additional rules and working principles for ‘Major Events’:

- If your proposed event involves significant travel or expense, please print and complete the ‘Event Organisers Check List’ (see below) *prior to making contact with the genre advocate.*
- When event details have been agreed with the genre advocate, they will circulate details prior to a planning meeting.
- Details of the event will then be ‘on the table’ at the next planning meeting when members will be able to ‘sign up’.
- Once you have a list of people who have confirmed their interest you become the ‘Event Organiser’!
- The next stage is to discuss details with interested members; check if any members have any mobility needs which might impact on how they travel and where they can sit. If necessary, check with the venue to establish mobility arrangements.
- When ordering event tickets, consider ways of keeping costs down:
 - ✓ Can tickets be bought at the venue to avoid booking fees?
 - ✓ Can a group booking be made at a cheaper rate?
 - ✓ Are there any special offers on tickets?
 - ✓ Does the event attract discount tickets for seniors?
 - ✓ Does anyone have membership giving discounted bookings?
 - ✓ If a member of your party is registered disabled, does the venue have a policy of reduced-price tickets for that person and their accompanying carer/companion?
- Discuss with the group what travel and accommodation arrangements need to be made:
 - ✓ If car travel is apposite, confirm which members are willing to drive to the venue.
 - ✓ Is it more appropriate to travel by public transport? If this is by train, do members have a railcard?
 - ✓ Whatever is arranged, you will need to ensure that everyone has all necessary details about where to meet, what time they are being picked up (by the driver), train / flight / taxi times etc...
- Arrange with the group when and how you wish to arrange payment for event tickets and travel. Bear in mind how quickly tickets are likely to sell, whether members have facility for BACS bank transfer and how quickly cheques will be cleared.
- Always confirm when you have received payment from members - *and remember that tickets then belong to the members.*
- **Above all, help to organise your proposed event is on the other end of a steering team member’s phone!**

CULTURE LIVE: MAJOR EVENT ORGANISERS CHECK LIST

If your proposed event includes travelling a significant distance, hotel accommodation or advance booking costs of more than £50 per person, please print this page and enter full details for discussion with the appropriate genre advocate.

Event Genre: Advocate:

Event Name:

Proposed Date: Booking Deadline:
If pre-booking of tickets is time critical.

Venue: Location:
e.g. specific theatre e.g. country, city etc.

Additional Event Detail:
Please indicate if the event one of a series of concerts, part of a festival or if there is an expected dress code etc.

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Also indicate if the event is physically demanding; if the event is outdoors will weatherproof clothing be required? etc.

Event Ticket Price:
If the event has a range of ticket prices, please indicate accordingly.

Travel Arrangements:
e.g. car (with driver details) or public transport. If hotel accommodation is involved will taxis be required? etc.

Travel Costs:
Indicate the **maximum** cost of travel per person having regard to the information above.

Accommodation / Hotel Arrangements:
Proposed hotel name and location.

Accommodation / Hotel Costs:
Please give a **maximum** cost per person – note if costs may be reduced if rooms are shared etc.

Pre-event Education Proposals:
Indicate your approach e.g. group talk, or meeting to go through available information about your proposed event etc.

Your Name: Preston U3A Membership Number.....
Please use readable block capitals!

Phone: Mobile:

e-mail:
Please print clearly in lower case; potential participants will need accurate details to contact you.

Signature: Date: