

EVENT'S & MEETINGS, ROLES & RESPONSIBILITIES

Last Updated 17th October 2021

For the attention of Event Organisers, Events Coordinator, FFMC Coordinator (Monthly Meetings), Sound & Vision Coordinator, Website Administrator, Interest Groups Coordinator

WHAT IS AN EVENT? In simple terms, it is a meeting where ALL members are invited, as opposed to a group meeting where it is restricted to members of the group and anyone interested in becoming a member of Preston and District U3A.

Any communication relating to an Event should go via the **Events Co-ordinator** (Pat Hastings) who books Events and liaises with the appropriate U3A personnel. The exceptions being any notice you want inserted in the weekly newsletter and communications you may have with anyone outside Preston and District U3A i.e. Speakers, Caterers etc.

When booking a speaker ask them what equipment they need the U3A to provide. The Sound & Vision booking form list the equipment U3A can provide.

EVENT ORGANISER TASKS (GROUP LEADER/U3A MEMBER)

1. Contact the Events Coordinator (Pat Hasting) to identify possible dates, times and costs
2. Download a copy of the document "**Organising & Costing an Event**" from the policies/procedures section of the website
3. If funding is required, complete a funding application and submit it to the Treasurer. This should include the cost of the venue.
4. Once funding is approved Contact the Events Co-ordinator (Pat Hastings) to identify possible dates and times.
5. Once booking confirmed: Complete a Sound & Vision booking form and Email it to the S&V Coordinator.
6. Email text to be published on the Events Page of the website i.e. Event Title and a brief description, plus Venue, Date, Time and Admission Cost to the Website Administrator
7. 6-8 weeks before the event draft a notice for the Newsletter and email it to the Editor (Ken Youde).
8. At least two weeks before the event contact the Events' Coordinator with the room layout you would like. For example, 60 chairs set out theatre style with a gap in the middle to accommodate the mixer desk for the PA System.
9. Refreshments: Refreshment ingredient are held at St Cuthbert's. The event organiser is responsible for organising a team to serve the refreshments.
10. If the Treasurer is not attending the event, then make sure you have obtained the cheque for the speaker's fee and expenses before the Event.
11. Ensure that you have made arrangements on the door for collection of the event fee and ensure members sign the attendance sheet. The money collected should be given to the organiser (yourself) together with the bottom half of the attendance sheet. It may be useful to have copies of the Good Times. These are kept in the U3A cupboard in the office at St. Cuthbert's.

REMINDERS:

- If the Treasurer is not attending the event, then make sure you have obtained the cheque for the speaker's fee and expenses before the Event.
- If you need to use the media stand with a laptop/projector, there will have to be a mains extension cable running from the wall socket to the media stand. This must be protected using the on-site cable protectors.

EVENT'S COORDINATOR TASKS (PAT HASTINGS)

1. Email the Venue to book date, times (include setting up and clearing up times), and confirm the cost.
2. Save confirmation email you receive confirming booking details and forward a copy to the event organiser. Booking can always be amended/cancelled at a later stage if funding isn't approved or organisers circumstances change.
3. Email Interest Groups Co-ordinator when any bookings are made, as they maintain the master copy of ALL Bookings
4. Email the Treasurer (Margaret Jones), Assistant Treasurer (Margaret Clark) and Good Times editor (Barbara Long) with date time and event title.
5. The Organiser should contact you with the room layout they would like. You will need to chase the organiser for the information **if it is not received within a couple of weeks of the Event.**

FULWOOD FREE METHODIST CHURCH ORGANISER TASKS (PAT HASTINGS)

The Vice Chair is responsible for dealing with all issues relating to Monthly Meetings and Events at FFMC. This includes:

1. Email Ann Kenny of any Event dates i.e. dates that are not monthly meetings.
2. Other than monthly meetings, Email Website Administrator (Norman Green) with event, date and details ready for uploading onto the events page on the website.
3. Arrange refreshment team.
4. Ensure the room at FFMC is set up on the day of the event
5. If the Vice Chair is unable to attend they should ensure their responsibilities are delegated to another competent person.

SPEAKER ORGANISER TASKS (WENDY TYSON)

1. Book Speakers
2. Email a completed S&V form to Betty Stevens as and when the Speaker booked.
3. Email Speakers' name plus details of their charges to the Treasurer (Margaret Jones)

S&V TEAM CO-ORDINATOR (Betty Stevens)

1. Once booking forms received from the Speaker Organiser (Wendy Tyson) email them to the S&V team and ask them to advise you of their availability for the monthly meeting.
2. When a booking form is received from an Event organiser (Group Leader/U3A Member) email it to the S&V team and ask them to advise you of their availability for the Event
3. Maintain a spreadsheet listing Dates and Times of Monthly Meetings and Events indicating whether S&V form received, which S&V team member will be available.

WEBSITE ADMINISTRATOR (Norman Green)

When the appropriate details are supplied to him by the Event Organiser, he is responsible for inserting the notices in the Events section of the Website.

INTEREST GROUPS CO-ORDINATOR TASKS (ANN KENNY)

1. **Books, Cancels and Amends bookings for ALL group meetings.**
2. Maintains the master copy of ALL Bookings, and circulates to committee for meetings
3. Training: Once a training date has been arranged, email the Group Leader with the forms they will be asked to sign. Ask them to contact you if they have any questions about the forms as they will be expected to sign them on arrival before any training can commence. This will save time on the day.
4. Group Leaders or those leaders it concerns, need to be advised of the following information:
 - The Interest Groups' Coordinator is their first point of contact for Group Matters. The Interest Group Leader will either deal with the matter themselves or will pass the request/query onto the appropriate member of the committee.
 - Group Leaders should not contact the staff members at any of the venues. The only exception is to cancel a booking at short notice. They should then advise the Interest Group Coordinator who will in turn advise the Treasurer and Assistant Treasurer.
 - The maximum which can be deducted from attendance fees **for incidental expenses** is £10 anything over £10 will need to be agreed with the Treasurer. A funding application form should be completed and submitted to the Treasurer
 - If there is a speaker incurring a fee this will be classified as an event and opened up to ALL the membership and you will need to contact the Treasurer and submit a funding application form.
 - Speaker should not be paid in cash. Either request a cheque from the treasurer or arrange for payment by bank transfer, you will need to ask the speaker for their preference in advance of the meeting.