**Procedure for Organising and Costing an Event:**

*Indoor Event E.g. Talk by an External Speaker at St. Cuthbert’s.*

Contact the Speaker/Events Co-ordinator via the contact page on the U3A Website. They will suggest some suitable dates and times. Try to work at least three months in advance.

Check these dates with your external speaker, agreeing a reserve date in case the church hall/room is booked. Find out what your speaker will charge, including expenses, and what equipment he or she may need. **Complete an Application for funding form and submit to the secretary for approval.** U3A members should only charge expenses although you may wish to present a small gift i.e. a bottle of wine.

When you have funding approval, a speaker and suggested dates, contact the Events Co-ordinator who will liaise with the Interest Group Coordinator to find out about the cost of room hire, and make the booking. **When contacting the events co-ordinator, you will need to give them the total time needed for the room including setup and clearing away.**

Imagine you are booking the Northumbria Hall and your Speaker is charging £55+ £5 expenses.

Estimate your audience to calculate entry fee. We usually get 40-60 at additional Events.

<table>
<thead>
<tr>
<th>Hall Booking</th>
<th>£50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker</td>
<td>£60.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£110.00</strong></td>
</tr>
</tbody>
</table>

You will need 40 members each paying the normal entry fee of £2.50 to cover the cost and generate a £10.00 surplus.
If, however, you want a prestigious speaker who might charge £100 who will be wanting £35 to cover his/her rail fare and will need some setting up time and wants you to duplicate a handout of 10 pages (5 pence per copy i.e. £0.50 per person). Then you will need to increase the entry fee.

Don’t forget to complete an Application for funding form and submit to the secretary. You will need to ask the committee if they will approve any possible deficit. Only when you have approval can you commit the U3A to any expenditure i.e. speaker costs

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire of Hall including set-up time</td>
<td>£57.50</td>
</tr>
<tr>
<td>Speaker’s fee + expenses</td>
<td>£135.00</td>
</tr>
<tr>
<td>Duplication for 60</td>
<td>£30.00</td>
</tr>
<tr>
<td>Total</td>
<td>£222.50</td>
</tr>
</tbody>
</table>

You might expect 60 plus for a more prestigious speaker.

60 people each paying £2.50 £240.00

If you don’t get 60 members attending, and you have advised there may be a shortfall then this will not be a problem. We do not have to make a surplus on every event we organise.

**Sound and Vision Requirements**

You may need to complete a Sound & Vision Booking form. This will generally be when you are anticipating an audience of 40+ members as you are likely to need the P.A system. Or if you need more than the equipment (Music System, Laptop & Projector) that is stored at St Cuthbert’s.

**NOTE:** This form needs to be completed and submitted as soon as possible, but not later than four weeks before the meeting. This will give time to arrange equipment and personnel to be available. There are limits on the equipment available and on Volunteers time.

**Publicity**

When the event has been booked, email the Events Coordinator with the text of the notice for the Events page of the website. The Events Coordinator will contact the website administrator to arrange for the notice to be inserted onto the Events Page.

About 6 weeks before Create a notice for the weekly newsletter and email it to the editor stating when you want it to appear i.e. for the next 4 weeks.
About 10 days before the event – let the Events Co-ordinator have your plan for the hall/Venue. This may be as simple as 4 rows of 16 chairs with an aisle in the middle and a table for registration and table + 2 chairs for the speaker. But you may want a particular arrangement e.g. for an exhibition or evening party event with tables around the edges then you are better off giving the caretaker a drawing of your plan. Talk through the plan and be prepared to take useful advice.

Don’t forget the media stand, near the floor socket for the speaker’s (or our) computer and projector, the screen is already on the wall. Bear in mind the floor socket does not work. 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. Do you need a flip-chart, lectern, or anything else? What time do you want to break for tea/coffee.

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.

Make sure you have someone on the door to collect money and ensure members sign the attendance sheet.

For additional events, other than coffee mornings, St. Cuthbert’s usually organise the refreshments but for a meeting of this size they will need help with the refreshments.

Will it be useful to have other things available e.g. CD/DVD Library, copies of Good Times etc (in U3A cupboard in the office at St. Cuthbert’s)?

If you are unsure at any stage, the Events Co-ordinator will be happy to offer advice or put you in touch with the relevant person/people.

Contact the Events Co-ordinator via the contacts page on the U3A Website

Last Updated 19 Sep 2019