

# SCaT Workshop organisation protocol

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(to be read in conjunction with the checklist “Planning For Events”)

## Planning

- One person to act as the “Champion”, i.e. the person who most wants the workshop to happen and is prepared to take responsibility for driving the event, albeit with the help of others. This does not have to be a member of the board.
- Consider whether the work to be done on the day of the event requires that the champion should not participate.
- Two other volunteers (more for a larger event) to act along with the champion as a steering group.
- Allocate roles among the steering group and make sure that the development worker is aware of who is responsible for what.
- Enlist the help of other volunteers for particular tasks, for example on the day of the event (see below).
- Steering group to scrutinise and sign any necessary contracts with the venue and tutor(s).
- Things to consider:
  - Tutors – suitability, availability and cost.
  - Level of ability required of participants.
  - Duration of course, and timing of events during the course
  - Venue and catering
  - Funding – is the event to be self funding or is there grant funding available?
  - Pricing – uniform or concessions?
  - Break-even point
  - Advertising – flyers, press, SCaT website etc.
  - Recording – audio and video

## Bookings

- The booking form should ask for the participant’s e-mail address, postal address and telephone number(s). Also any dietary or disabled access requirements.
- For participants under the age of 16, written parental consent should be given and contact telephone number for responsible adult during the event.
- The flyer / booking form should give as much information as possible about the content of the workshop(s) the style(s) to be taught and the level of ability that is expected. The participant’s assessment of his/her own ability should be requested (if possible, using examples such as “can play reels at full / half speed”, rather than vague terms such as “beginner” or “intermediate”).
- Make no smoking ban and no alcohol policy clear, with a statement that anyone breaching these will be asked to leave the event without any refund.
- One person should be responsible for receiving bookings and recording them.
- All bookings, however made, should be acknowledged promptly (some participants may require a receipt for tax purposes anyway). This should be accompanied by any further information that has not already been given on the booking form, for example how to get to the venue (location, public transport etc), what they need to bring, and what will be provided in the way of refreshments. Remind applicant of no smoking and no alcohol policy as above.

- The person responsible for taking bookings shall report regularly to the steering group, or one of them nominated for the purpose (on the level of bookings). In the week prior to the event, this should be at least on a daily basis.
- Prepare feedback forms in advance of the event. This may help you decide what are the desired outcomes.

### **Tutors**

- Reassure tutors that we want them to teach their style and not to worry that it may be different from what the participants may be used to.
- Make tutors aware of the ability level that we expect of the participants and let them know if there is any change as a result of bookings received.
- Ask tutor to prepare material that might be helpful, e.g. tunes (even if they don't want to hand them out until the end of the workshop), chord charts.
- If tutor coming from outwith Aberdeen find out when he/she plans to arrive in Aberdeen. Do they need accommodation? Can someone from SCaT provide this to reduce costs? Is the tutor happy with this option? Allocate someone to be responsible for transporting tutor from house/hotel to the event.
- If possible, meet with tutor(s) shortly before the event (even if the night before) for final briefing.

### **The Day of the Event**

- Have a list of the participants on display. Where there is more than one workshop, have a list of each group, indicating where each group is to be located.
- If possible, have a brief welcome to all participants together to foster group atmosphere and deal with housekeeping issues such as which group is in which room, where the various rooms are, reiterate
- smoking ban and no alcohol policy (if applicable), explain health and safety (fire exits, loos etc), explain location of refreshment area, remind participants of the timings etc.
- Allocate one volunteer to chaperone each tutor, if they are new to SCaT, e.g. take them to the room, make sure that they get to the refreshment area etc.
- Appoint one or more volunteers (who may be participants) to act as "buddies" to participants who are not members of SCaT or do not attend SCaT classes.
- Give out feedback forms and make sure that they are collected before participants are allowed to leave the building!
- At the end of the day gather all participants and tutors, for informal feedback and socialising.

### **After the event**

- Send letters of thanks to the tutors, along with a tutor's feedback form – ask for their suggestions on how such events could be improved in future, and what was good and bad about the venue, the organisation etc.
- Press release.
- One of the steering group to collate feedback forms and prepare a report for the board – this should include any suggestions for amending or adding to this protocol in the light of the day's experience.
- Steering group to allocate responsibility to one of their number or a participant to write an article for the next newsletter.