

Procedure for Organising and Costing an Event



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 who is interested in becoming a member of Preston and District u3a.

Before formally booking speakers and venues the Group Leader/member organising the event must obtain Committee approval to go ahead. The Interest Group Coordinator is the committee member responsible for booking all rooms at our venues and maintains a master copy of ALL Bookings.

Organisers Tasks

The Organiser should:

- Identify if there are sufficient u3a members to support the event.
- Identify suitable dates by liaising with the preferred venue, via the Interest Group Coordinator, and, if applicable, with the speaker.
- Identify cost of the venue and the speaker. Identify how the speaker wants the payment (cheque or bank transfer). Speakers should not be paid in cash.
- Provisionally book the dates with the venue, via the Interest Group Coordinator, and with the speaker.
- Calculate required funding. The methodology for completing this calculation is attached at Appendix A.
- Complete Application for Funding form which can be downloaded from the website, copy attached at Appendix B. Email the completed funding application to the Treasurer via the Bluebird link on the contacts page of the website.

The Treasurer will advise the Committee of the proposed event and the application for funding. Once the event and funding have been approved by the Committee the Organiser should:

- Confirm the date and time of the event with the venue, via the Interest Group Coordinator, and with the speaker.
- Notify the Treasurer of the requested method of payment for the speaker.
- Identify what Sound and Vision equipment and support is required. Check with the speaker to confirm their requirements.
- Complete the Sound and Vision form which can be downloaded from the website, copy attached at Appendix C(i) which includes a list of the available equipment, Appendix C(ii).

- At least one month before the date of the event send the completed Sound and Vision form to the Sound and Vision Coordinator via the Bluebird link on the website.
- At least two weeks before the event confirm with the venue the required room layout for the event.

Communication

- If time allows, contact the Good Times Editor for a notice of the event to be included in the next edition.
- Send details of the event to the Website Administrator via the Bluebird link for inclusion on the events page of the website.
- Six weeks before the event send a notice for the Newsletter to the Newsletter Editor via the Bluebird link.

Refreshments.

St Cuthbert's provide tea, coffee, biscuits but for a large event you need to ensure you have sufficient help with serving. If the event is at a different venue or additional refreshments are being provided, e.g. lunch, a refreshment team will be needed.

On the Day

If the Treasurer is not attending the event and the speaker is being paid by cheque, then make sure the cheque for the speaker's fee and expenses is obtained before the Event.

Appoint someone to be on the door to collect money and ensure members sign the attendance sheet. The money collected should be given to the organiser together with the bottom half of the attendance sheet. It is the responsibility of the organiser to ensure the money collected is banked or is passed to the Treasurer/Assistant Treasurer for banking.

If you are using the media stand with a laptop/projector the mains cable will run from the wall socket across the hall floor. This must be protected using the cable protectors.

Policy Adopted November 2019
Policy Reviewed November 2025

Next Review Due November 2028

Appendix A

Methodology for Calculating Funding

ESTIMATE YOUR AUDIENCE TO CALCULATE ENTRY FEE

Example: Using Northumbria Hall £48 plus speaker who is charging £55 + £5 expenses.

Hall Booking £48.00

Speaker £60.00

TOTAL £108. 00

Estimated attendance 45 @ £2.50 = £112.50 **Surplus £4.50**

If you book a speaker who charges £100 and requires a further £20 to cover rail fare and wants you to duplicate a handout of 3 pages (5 pence per copy i.e. £0.15 per person). Then you will need to either increase the admission fee or hope more members will attend.

Example:

Hire of Hall £48.00

Speaker fee + expenses £120.00

Duplication for 70 @15p £10.50

TOTAL £178.50

Estimated attendance 70 @ £2.50 = £175.00 **Shortfall £3.50**

If you don't think there will be 70 members attending and you have advised on the funding application that 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

Appendix B

Preston and District



APPLICATION FORM FOR FUNDING FROM COMMITTEE

Last updated 18th March 2022

Applications for less than £100 could be authorised by the Secretary and Treasurer. Any requests over £100 would need committee approval. Any funded events should be opened up to ALL the membership.

Your Name:

Name of Group Leader or Event Organiser:

Name of Interest Group if funding is for an Interest Group:

Title of Event:

Date of Application: **Total expected expenditure:**

If funding is required for a speaker what is the Speaker charging:

Cost of room hire, and name of room:

Please list any additional costs:

Other than a special event attendance fee would normally be £2.50. How much do you propose to charge your membership for attending?

Do you require any Sound and Vision Equipment?

Please email the completed form to treasurer@prestonanddistrictu3a.org

For Committee use

Date discussed by Committee:

Decision made with reasons:

Date Group Leader/Applicant informed:

Sound & Vision Equipment Booking Form
Last updated 17th October 2021

To be completed by anyone who books a speaker for a u3a event. For help with completing the form see Page 2.

This form is for completing when arranging a speaker or requiring audio visual equipment for a meeting or Event. It should then be returned to the Sound & Vision Equipment Coordinator.

NOTE: These forms need to be completed and submitted as soon as possible, but not later than a month 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. Microphones are limited to the ones in the table below.

u3a Organisers Name:

Telephone Number:

Email address:

Date of Meeting: Time:	Event Title: Venue:		
If you intend to use your own, or equipment normally stored at St Cuthbert's only complete the section above, and email to Sound & Vision Coordinator (Betty Stevens).			
If you need to book the Main PA System (Large Yamaha with Speaker stands) complete the sections below, as this needs to be setup by the S&V Team			
Types of Equipment	Required	u3a to Provide	Presenter to Provide
PA System	Yes / No		
One Wired Microphone with stand	Yes / No		
One Wireless Handheld Microphone	Yes / No		
One Wireless Tie Clip Microphone	Yes / No		
Projector & Mounted Screen	Yes / No		
Laptop & Cable to connect to Projector	Yes / No		
If needing a laptop what presentation software is needed? e.g. PowerPoint			
Any other equipment to be provided by u3a e.g. Lectern.			

Please complete this form and Email to Betty Stevens – Sound & Vision Coordinator.

For security reasons her address is not publicly viewable. If you don't know it, you need to email her via the contact page of the Preston and District u3a web site to advise her that you have a form. She will then email you back with her contact details.

Appendix C(ii)

Advice for Booking Sound & Vision Facilities

EQUIPMENT STORED AT ST CUTHBERT'S

If the equipment you require is stored at St Cuthbert's, for a group meeting you do **NOT** need to complete a form to book it in advance. **The exception being if it is an EVENT, you will then need to complete a S&V form.** This equipment will **NOT** be set up by members of the sound & vision team and users should set it up themselves before their meeting. It is suggested that each group should have at least two people who are able to do this.

If your group needs training, please contact the S&V Coordinator.

It is recommended that presenters have a copy of their presentation on a USB Memory Stick/Pen Drive that can be used with our laptops and projector. In the past there have been occasions when someone's personal laptop would not work properly on the day, but the situation was retrieved by using one of the u3a Laptops.

Please bear in mind that if you intend to connect to the Internet to show You Tube videos or similar as part of your presentation you may be disappointed. Wi-Fi connections can't be guaranteed to work all the time. It is recommended that you have an alternate plan for such eventualities.

The following items are stored at St Cuthbert's (NO NEED TO BOOK THEM IN ADVANCE)

- Epson in a black canvas case.
- **One laptop computer** - Samsung windows 10 (also known as the Admin Computer) used with a projector for Power Point and other types of presentations.
- **Small PA System (silver and white)** - This is an ION Block Rocker single speaker combined amplifier and speaker. It is on wheels for transport but is still just about small enough to fit on a shelf in the cupboard at St Cuthbert's. It needs to be used with wireless microphones as below.
- **KAM 2** plastic case containing a wireless microphone system with one handheld microphone and one clip-on microphone with belt-pack.
- **Music System** - Bose sound system - This is a self-contained amplifier with twin speakers. The system was originally purchased for the music groups. It can play music from various wired inputs or its on-board CD player or via a Bluetooth link to a laptop or other devices like smartphones, tablets or iPads.

The following items are stored at St Cuthbert's: (they need to be booked at least one month in advance). You also need to Complete and email page 1 of this document to the S&V Coordinator.

- Yamaha Twin Speaker PA System with speaker stands.

- KAM 1 wireless microphone system with one handheld microphone and one clip-on microphone with belt-pack.
- One wired microphone with associated cable.
- Two microphone stands.
- Various cables and connectors for using with the PA system, laptop and projector.