

Guidelines for Hosting a workshop

We are always keen to reach new areas of the country and want to encourage members to consider hosting a workshop. Here are some guidelines for making it happen

Planning should begin at least 6 months ahead

What we will do:

1. Support you in finding a suitable venue and instruments if required
2. Find a workshop leader: either UK or International. You might have someone in mind and we can hopefully book them but otherwise we can suggest someone suitable.
3. Liaise with the workshop leader about travel and book their accommodation
4. Design the workshop flyer and do most of the marketing through the website and by email (we will ask you for information about local networks and names of key contacts).
5. Manage the bookings and payments.
6. Provide Certificates of Attendance

What we ask you to do:

1. Find a suitable venue e.g. a school with a spacious hall with reasonable acoustics (ie not too resonant) suitable for a group of around 20 – 30 adults to move, sit in a circle, work in sub groups.

Let us know the cost of hiring - at weekends you will be paying the space hire plus caretaking (see NB below).

Check there is access to coffee making facilities - an urn and sink are very useful

Check there is audio equipment - the workshop leader may have their own system

Check there is an area where people can eat lunch and/or nearby shops/pub/café

Check accessibility by public transport

NB You may find that if you have links with a teacher training dept. you can negotiate low (or no) rental charges for discounted student rates Or Music Service, community music provider links might be fruitful. A school may be willing to waive the fee if we offer free places for teachers.

We have run workshops for pupils (with teachers observing) on a Friday with a Saturday workshop for teachers from other schools as well.

2. Choose a date (good idea to have at least two options before we approach the workshop leader) if this is the first course in your area it's probably wise to go for one day. Links with other providers might enable you to do a weekday (good for teachers if they get supply cover but perhaps not so easy to find a tutor)
3. Make arrangements for instruments (schools usually have some but perhaps not enough and of mixed quality). We may be able to help with this .
5. Often at least one overnight stay is needed. You may like to host the workshop leader as this gives you an opportunity to discuss the course with them – and get to know them! This is up to you – and if they are to stay in a B&B it's helpful if you can recommend somewhere suitable (especially for an international workshop leader).
6. Keep receipts for any purchases you need to make (see below)

On the day you will need

- Signs to direct participants to the space (we can provide the Society Logo)
- Name badges (or stick on labels).
- The list of participants (if anyone turns up having not paid, please accept and record their payment in cash or cheque)
- Certificates of Attendance printed out and signed by you
- Tea and coffee, biscuits etc.
- Cups
- If you have Orff books and materials – a display of these is good to include for participants to browse.
- If you can arrange to take photos of the workshop activity during the day this is really helpful We include a permission request on the booking form and will let you know if anyone has declined permission.

After the event

- Contact David Wheway (Treasurer) about reimbursement for any costs you have incurred
- Send photos to Sarah Hennessy (Chair)
- Email brief report on the day and include any feedback from participants (positive quotes are always good for the website!)