

GUIDELINES FOR ORGANISATION OF A TRIP OR EVENT

The Events Committee is chaired by Dick Hewett who has overall responsibility for the whole programme, but it is the Event Leader who has responsibility to check and monitor all aspects of their event. This requires a meticulous risk assessment and care over details during planning with the processes for dealing with any issues which may arise. Dick takes all participant bookings and agrees times, costs, numbers and transport arrangements. Dick costs all events based on the information fed to him. Adherence to these guidelines will ensure best practice.

Organisation of an Event

- 1. Initial proposal:** Research a venue online and by talking/emailing them. Points to consider are:
 - Distance and time to travel to/from venue
 - Availability of group rates/a guided tour/free entrance for driver(s)
 - Catering facilities (inc availability of gluten-free menu etc)
 - Timings for the event including arrival time, pick up points and time and arrival return time
 - Facilities for those with mobility issues or other medical issues
 - Venue's own risk assessment if there is one available
 - The maximum and optimum numbers for a visit, particularly if there is a guided tour
 - All costs and arrangements for payment.
- 2. Transport/Insurance:** Liaise with Dick to organise booking of any Unity minibuses. If the numbers on a trip are larger than 32, book through a coach operator and make appropriate arrangements. Note we do not take out insurance, which is covered by the vehicle or venue insurance, or participants' personal cover.
- 3. Approval:** Provide all relevant details of the proposed trip to Dick, for budgeting on viability and the price to be charged. The breakeven figure is that which ensures a surplus regardless of the number travelling. Once confirmed, make the booking and confirm in writing, asking Dick to pay any deposit.
- 4. Confirmation:** Two weeks prior to the trip (or as requested), confirm all arrangements with the venue, giving the number of passengers and number of drivers. Complete any payments necessary in advance.
- 5. Inform participants:** Dick will provide a password-protected spreadsheet on which details of all passengers, driver(s) and the group leader will be listed. Email participants (or phone those with no email) with all relevant details about the trip. If not already listed, request the number of an emergency contact, as well as any relevant medical/dietary notes. Ask participants to select from available pick-up points.
- 6. Emergency arrangements:** Arrange for a deputy leader on the trip, and a back-up person in Romsey for emergencies. Complete the standard proforma emails to the Parish Office and to the back-up contact. Ensure the operating company of any transport (including a car) has details of the Friends emergency contacts.
- 7. On the trip:** Check passengers on the vehicle(s) both before departure and on return. If Ken Gibson, Publicity Officer, is not on a trip, ensure someone else takes a few photographs.
- 8. On return:** Once back in Romsey and all participants have disembarked, contact the back-up person in Romsey. As soon as is convenient, collect the unsealed envelope from the Parish Office and shred it.
- 9. Publicity:** Promote the trip to members. Then after the trip, arrange for either the Event Leader or a willing participant to write up an account of the event. Pass this to Ken who will distribute to Open Door and local press. A copy of the account and photos should also be sent to Rosemary Barker to update the website.

Contact details:

Dick Hewett	events@romseyabbeyfriends.org Home: 01794 500523, Mobile: 07743 942576
Parish Office	parishoffice@romseyabbey.org.uk 01794 513125
Rev. Thomas Wharton	thomas.wharton@romseyabbey.org.uk 07796 104800
Ken Gibson	ken.r.gibson@btinternet.com 07736 672447
Rosemary Barker	rosemarybarker@hotmail.com 07951 416148