

HOSTING DUTIES

Ascertain time of arrival and **reserve parking space**

Ensure change available to pay any parking fees

Assist with unloading and re-loading. **Adequate strong helpers required**

Offer refreshment and identify locations of cloakroom/dressing room

Unless help is requested, leave Demonstrator/Speaker/Teacher to prepare in peace

Any electrical equipment should be in situ and tested prior to the arrival of the Demonstrator/Speaker/Teacher. Identify location of any electrical sockets and light switches

CHAIRMAN

- 1 Ensure that all committee members have a copy of this leaflet and are fully aware of these requirements
- 2 Ensure help is on hand if requested by Demonstrator/Speaker/Teacher
- 3 Give notices about NAFAS, Area and Club
- 4 Research information to introduce the Demonstrator/Speaker/Teacher
- 5 Organise the Vote of Thanks
- 6 If necessary supply suitable wrapping for raffle prizes
- 7 At end of meeting organise helpers – some Demonstrators/Speakers/Teachers prefer to dismantle their own arrangements, but all are very grateful for plenty of helpers to re-load the vehicle
- 8 At night, if the vehicle is parked away from the venue, someone should always accompany the Demonstrator/Speaker/Teacher and wait to check that the vehicle starts
- 9 Chairman to be on hand to say farewell and thank you to the Demonstrator/Speaker/Teacher

**GOOD COMMUNICATION BETWEEN CLUB AND
DEMONSTRATOR/SPEAKER/TEACHER HELPS HARMONY AND CREATES
EXCELLENCE FOR MEMBERS**



CODE OF PRACTICE for CLUBS, DEMONSTRATORS, SPEAKERS and TEACHERS

BLUE FORM

- 1 All parts of the Blue Form either in paper or electronic format must be returned promptly showing Day and Date in writing
- 2 This Agreement does not constitute a binding contract until Form C has been signed and returned to the Demonstrator/Speaker/Teacher. It is important that all relevant information be stated and adhered to by both Club and Demonstrator/Speaker/Teacher
- 3 It is important that **two Club Officers'** addresses with telephone, preferably mobile, numbers are supplied on the Blue Form
- 4 **Allowance for Flowers/Materials** - An indication should be given when the initial booking is made. A proportion of the allowance can be set against garden plant material. The agreed allowance should not be exceeded without prior agreement, full reimbursement should not be automatically expected
- 5 If a Demonstrator/Speaker/Teacher is VAT Registered, then VAT is payable on the total account
- 6 If the Demonstrator/Speaker/Teacher has agreed to judge the monthly competition, the title should be given in advance and adequate time allowed for judging
- 7 **Special Requirements** - To prevent misunderstandings, if anything abnormal is requested, a covering letter should always be sent
- 8 **Accommodation** - Private house or good class hotel, preferably with off street parking, should be agreed in advance with the Demonstrator/Speaker/Teacher
- 9 Advance settlement by Club of hotel accounts avoids embarrassment
- 10 Ensure adequate refreshments are always offered to the Demonstrator/Speaker/Teacher

THREE WEEKS BEFORE – Reminder Phone Call and Letter/Email to include:

- Name, address and telephone number of Programme Secretary (change may have occurred since initial booking)
- Send a map and confirmation of venue location and **(postcode)** and identify any major road works or changes since booking. Tolls and parking fees to be paid by the Club
- **Confirm** day, date, time, venue and title and agreed time for gaining entry into hall. Full address and telephone number/mobile number of the venue, together with instructions for parking
- Stage size and layout
- Demonstrator/Speaker/Teacher must be advised if audience numbers vary from the original estimation
- Name, address and directions to overnight accommodation
- The agreed allowance for flowers and materials. Provision and supply of foliage, if requested
- ALL PARTIES MUST HAVE their mobile phones switched on
- If a monthly competition is to be judged, titles and expected number of entries

Demonstrator/Speaker/Teacher should acknowledge receipt of this letter promptly, confirming that all details are correct and understood

Driving conditions are becoming increasingly hazardous and having a travelling companion is a sensible precaution. Due consideration should be given to this by all Demonstrators/Speakers/Teachers. Please refer to the Extreme Weather Conditions Guidelines on the NAFAS website

The Club should extend the courtesy of light refreshments for both Demonstrator/Speaker/Teacher and companion

The Demonstrator/Speaker/Teacher should advise the Club beforehand of the possibility of an accompanying companion. The Demonstrator/Speaker/Teacher is responsible for any meals and overnight accommodation for the companion

CANCELLATIONS

CLUBS and DEMONSTRATORS/SPEAKERS/TEACHERS

The Blue Form constitutes a binding contract and both parties may, if unavoidable, withdraw from the commitment without obligation up to six months prior to the meeting

Within six months of the meeting, the Demonstrator/Speaker/Teacher is expected to find substitute(s) of equal standing

Clubs may decline the substitute(s) but are then responsible themselves for finding a replacement

If a Club cancels a meeting within six months, any fees and expenses incurred are the responsibility of the Club, subject to negotiation

CLUBS – MAKE THE MOST OF YOUR VENUE

CHECKLIST

- Is the stage in place and clear? Are there any obstructions on stage that the Demonstrator/Speaker/Teacher should note?
- Is the layout of stage as required? Are the correct number of tables available?
- Is a microphone to be used? Is it radio, clip, headset or stand type? If necessary do you have a spare battery?
- Is the lighting adequate? What type? spot or floodlights? May candles and special effects be used and inform Demonstrator/Speaker/Teacher of any changes
- If the background is 'busy' – are plain portable fabric screens available?
- Water may be required – are tap and buckets available? You may need permission to use water on stage
- Hall should be booked with sufficient time for the Demonstrator/Speaker/Teacher to prepare, perform and repack. Preparation time is, on average, for Club meetings approximately 1-2 hours, however, for Open Meetings allow anything between 2 and 5 hours

NAFAS policy regarding postings on Social Media:

'NAFAS recommends that permission must be sought from the designer and the event organiser prior to any images being posted on social media.'