



## **PUTTING ON AN IWCR EVENT**

These notes are for the guidance of members who would like to organise an event for the IWCR.

It is important that events are spread through the year and possible clashes are avoided and so one of the IWCR Directors, has responsibility for event scheduling.

1. Contact the relevant director to discuss the event idea and potential timing. Do not feel you have to wait to contact her if you have an idea in autumn for next spring!
  
2. Consider what you may need to support your event, examples:
  - Is a prior visit to the location needed to check for parking/accessibility/toilets etc.
  - Do you have pricing for the event itself and have you covered all aspects including any infrastructure (bus, room, speaker etc), is there room for negotiation
  - What are the minimum/maximum numbers needed to run the event successfully
  - Is there a need to consider refreshments/picnic etc.
  - Do you know if you will need others to help you and who you will approach as your event team, for example:
    - someone to help with bookings/collect cheques
    - an additional contact on the INFO magazine announcement
    - before the day, people to help with any supplies needing purchase etc.
    - on the day itself, people to welcome, to help with any set up or organisation, driving etc.
  - Have you checked to ensure that you are aware of necessary French admin and legal requirements.
  
3. Develop a detailed list of the various costs associated with the event and price to be charged. For Club events costs just need to be covered. If you would like to run a fundraiser for a charity then there needs to be a profit after all costs are covered to give to the charity. (Please note any events for charity must, in the first instance be agreed by the Board.)

4. Contact the Treasurer (treasurer@iwcr.org) who will provide you with a form for managing the finances or you can find this form on our website. You will need to arrange with the Treasurer the relevant payment(s), any deposit if applicable, as well as the final payment. Bank transfers can take 3 – 5 days so allow enough time for this.

5. Advances

If your event needs an advance (eg a deposit on a location), the Treasurer can help with this and any event, both club events and fundraiser events can benefit from an advance if needed.

6. Subsidies

It is possible to get a club event subsidised, this is based on the numbers likely to attend and the general appeal of the event. Please note: fundraisers are not subsidised. To request a subsidy

- put together a brief description of the event
- include your costing and anticipated price to members
- include the amount of subsidy you are requesting
- submit your request to the Board via the director responsible for event scheduling at least a week before a Board Meeting (first Monday of the month)
- Subsidies are always at the Board's discretion

7. Announcement

INFO deadlines are also important, it takes 3 – 4 weeks to produce, print and post the INFO.

Sept/Oct issue	1 July
Nov/Dec issue	29 September
Jan/Feb issue	25 November
Mar/April issue	27 January
May/June issue	31 March

Prepare a text for INFO and copy it to the director responsible for event scheduling to make sure everything is there. Make sure you have a reservation form.