



Event Planning Guide -

Planning a Large Handbell Event

If you are planning (or are involved in planning, perhaps with a sub-committee) to organise an event for other handbell ringers then **Part 1** of this document gives a helpful checklist of things to remember.

If you are planning a residential event such as a weekend National Rally, you should also refer to **Part 2**.

Appendix 1 is a summary of members' views and expectations for a National Rally (brought to the September 2014 NEC meeting by Regional Executive Members) and while it is important that each national rally should have its own characteristics or 'feel', organisers are encouraged to try to meet as many of the ringers' expectations as possible.

Appendix 2 is a list of HRGB policies and advice that should be observed for every major rally; further detail for many of them will be found on the HRGB website

If you are planning an **independent** event but would like it to be supported by HRGB (and therefore be covered by HRGB Insurance) and advertised in HRGB publications, pages 3 and 4 of this document indicate what you need to do.

We hope you find this guidance helpful. Please get in touch if you think it can be improved in any way. Good luck with your event! We hope it's a great success.

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Independently Planned Events

Most handbell rallies and events are organised by HRGB committees or sub-committees set up for the purpose. However HRGB are generally supportive of privately organised events and there is no reason at all why individuals, groups or teams should not 'go it alone'. For any event it is important that you are aware of HRGB's policies on *Guidance for the Protection of Children and Vulnerable Adults* (downloadable from the HRGB website)

If you or your team are independently planning for an event that you wish to have supported by HRGB regionally or nationally (e.g. covered by HRGB insurance) please make sure you have done the following four things and received a response from the appropriate Regional or National official. (If the Regional committee have asked you to organise an event please check with the committee which parts of this they need)

A. Please provide a brief description of the event, including:

- who you hope will participate
- where and when it will be held
- how it will be publicised
- how much you will charge
- summary of the programme
- who will lead the musical activities and tutor/coach the participants
- any particular feature which makes it different from other similar events and/or will add something to the range of handbell experiences available (for example "the London Symphony Orchestra and Choir are going to accompany each piece of massed ringing")

B. If this is a National event, have you checked the National and Regional calendars (especially for the Region in which it is to be held) and avoided any clashes with national or Regional events?

C. Please let us have a budget plan along the lines of that shown in Appendix 2

If this information can be provided in good time (for a National event, 6 months) before the event, the National or Regional committee will consider it and decide whether your event will be supported officially by HRGB.

Part 1

HRGB National Rallies and other Major Events

Introduction

These may take the form of a one day rally or last over a weekend (or even longer in events such as Ringing Week, UK Bronze etc.)

The schedule for Regions to host the National Rally is published from time to time and each Region knows several years in advance. The first decision the Region needs to make is: **Will it be a day or weekend event?** (*A weekend event is favoured by the NEC but it is open to Regions to vary this if they find it impracticable*).

Much of the preparation for the event will be done by willing individuals or groups but it is important to keep the Regional Committee informed on progress or problems. In particular the Regional Reps may need to be briefed on anything to be discussed or agreed at NEC meetings.

The Regional Committee and the NEC will give you as much help as you need – some people prefer to concentrate on the ‘domestic’ aspects of the event, others like to do as much as they can. Thank you for taking the task on, the committees and ringers do appreciate your efforts.

Please remember however that although you have a good deal of latitude when designing the event, you are hosting it on behalf of the Regional Committee (in the case of a Regional rally) and the NEC and that they will want to ensure that Regional and National policies are followed.

Cash flow – consideration of this is always required for a bigger event. Are you expecting to make any large outgoing payments (i.e. a room/venue deposit) before you get any incoming funds? Do you know where this cash will come from? Liaison with the National Treasurer is recommended.

The NEC has appointed a National Rally co-ordinator who is available to give assistance as required; for contact details see the HRGB Website.

1. Selecting the Date

Has the date been agreed with the Regional/National Committee? Watch out for Bank Holidays; because people often go away then and it may affect the numbers of people wanting to attend. Also think about the increased traffic at Bank Holidays.

Generally, the larger the event, the more notice you will need to give to:

- avoid the event clashing with another
- allow it to be advertised in Reverberations and Regional Newsletters and web sites

2. Selecting the Location and Venue

Scouting out a venue for a large rally can be real headache but here are a few things to look for (*if it's to be residential - see Part 2 as well*):

Is the hall big enough for the number of ringers you have in mind?

(Remember to take a tape measure; don't rely on estimates, paces or information from the hirer!)

Are the acoustics good?

(Generally hard floors are better than carpet)

Are there good sight lines for the ringers to see the conductor?

Is there good access, preferably without steps, for loading and unloading tables and bells?

Is food or drink allowed to be taken into the main ringing space?

Are there separate rooms available for workshops?

Are there enough toilets and are they clean? Is there a disabled toilet suitable for adult use? (especially if a school is being used)

If there is to be a raffle or draw, does the hirer allow this?

(You will need to agree with the Committee in advance what the draw is in aid of and include the information in invitations; teams may be asked to bring a prize)

Is there enough parking space? Can vehicles be unloaded close to the ringing hall?

(And is there disabled parking close by the entrance?)

Are there tables and enough chairs available?

(Many teams will not want to bring their own tables and you'll need others – for massed ringing bells, raffle, sales tables, etc)

Make a note of how many tables are available and their size (check that they are 'normal' height and not the very low ones)

Is there good access for disabled ringers and teams carrying boxes and tables?

(Steps and stairs and even lifts are best avoided if possible)

Is there enough light and do the windows have curtains/blinds in case there is too much? How about after dark?

Is it warm enough?

Are fire extinguishers in evidence?

Is there somewhere for ringers to change into concert uniform?

How about a room where ringers' belongings can be locked away?

If HRGB sales and/or other trade stands are to be present, is there suitable space (for at least two or three 6ft tables each)?

When Choosing a Venue

Extract from "Register of Gifts and Hospitality" - see HRGB website.

"National and Regional Officers and other members who are offered gifts and / or hospitality whilst carrying out HRGB business (for example, choosing the venue for an activity) must please complete the relevant section(s) of this form whether or not the gift or hospitality was accepted and pass it to the appropriate Regional Secretary or the National Secretary. Thank you.

Please make sure that you do this in case there are any questions at a later date about the gift or hospitality you received, and whether it influenced your decision. Please give as much information as possible about the reasons for the gift or hospitality, and what the benefit was for HRGB.

Please note that a cup of tea / coffee or a promotional ball-point pen need not be recorded. The lower value-limit for this record should be considered to be £2."

3. Booking the Premises

Obtain a copy of the booking form and talk it through with the hirer covering the points below. Send it to the Committee for signature (alternatively, if there is a special hiring rate for 'local' organisations, the local team may hire the hall and the Treasurer will reimburse them – but make sure the cost has been agreed before signing).

3.1 Next check list:

Is everything included in the price – no hidden extras such as tables and chairs, PA system? Do they charge VAT?

(Note that HRGB as a charity is normally exempt from paying VAT for premises hire)

Is there a maximum number of people allowed in the hall?

(As a rule of thumb assume that the maximum number of ringers will be about 50% of the the hall's permitted maximum because of bells and tables)

Do you think the charge is reasonable?

(The price will determine what ringers are charged; the higher the charge, the fewer ringers may attend)

Are there specific insurance requirements? Do you need to arrange public liability insurance, or does the venue have its own policy?

(Note: if this is an HRGB-supported event, and advertised as such, HRGB public liability insurance will apply)

Is a deposit required and when is it payable?

(What is the liability if the event is cancelled?)

Is there anyone else to be paid (e.g. a caretaker)?

Who supplies extra consumables such as toilet rolls?

Find out if the hall is covered by its own PRS (Performing Rights Society) licence?

See Appendix B for guidance on signing contracts on behalf of HRGB.

4. The Event Format

Think about the content of the event and who it is aimed at. Some Regional events are aimed at the more proficient teams and often provide a showcase for solo items of ringing by teams interspersed with massed ringing items; others will appeal to new and developing teams. **With the Committee** you will need to plan an attractive event and decide:

What time will the event start?

(Remember to allow enough time between the start of the hire and 'doors open' to allow you to set out the room and between 'doors open' and the start of ringing for teams to set up. The teams may have travelled some way so don't schedule too early a start)

Who will open the proceedings?

(If a National or Regional Officer is present it is usual to invite them to open the event or speak at some time)

What time will it finish?

(Generally winter events should end earlier to allow travel before it gets too dark)

Will there be breaks for tea or food? How often and for how long?

(Remember ringers have to concentrate so they will need a break – but they don't want to get bored so keep breaks short)

Will you need a sound system? Is there one at the hall? If not, who will get it?

(Contact the Committee before hiring one)

Who will choose and 'produce' the massed ringing music?

(The Committee may chose it themselves or invite the organiser/conductor to do so)

How will the music be distributed to the teams and/or individual ringers?

(Will the charge to the ringers be included in the event 'package' or extra? Will you use the postal service for distribution (costly), email or download from a web site?)

Who will conduct the massed ringing? Will they need a podium?

Will the event have a theme or special feature to be publicised?

If there are to be workshops, who will lead them and how will they be booked?

5. A Public Concert?

Discuss with the Committee whether a public concert should be incorporated.

(On the one hand it is a good 'showcase' opportunity for the teams - but only if the locality is likely to produce an audience. On the other hand it is important that only the best standards of ringing are displayed)

Who will play in the concert?

(If teams are to be invited to represent other Regions it is HRGB policy - as well as good manners - to contact the Regional Secretaries and ask them to nominate a team or teams from their Region. You can then select teams of differing sizes/type to present an attractive programme)

Be doubly sure that the venue has a valid current PRS licence.

(If it doesn't you will either have apply for one specially for the event - unless the teams playing all have their own licence)

Consider the effect an audience will have on the capacity of the hall.

(If there is to be an audience, is there an area where they can be seated with a good view of the ringers?)

Especially check fire exits for both audience

Appoint someone to liaise with team leaders; tell them how much time they have and make sure teams stick to their allotted times

Consider inviting the local Mayor or other dignitaries to the concert.

Make sure local press, social media, local radio and TV are aware of the concert and consider posters around the town.

You will need to decide on ticket cost, get tickets printed and, if possible get local shops to sell them in advance

(Consider making tickets bought in advance cheaper than those sold at the door)

If you are going to have printed programmes for the evening, make sure these are accurate and informative.

6. Workshops

- If you are holding **workshops**, ascertain from the site whether they can provide facilities such as whiteboards, screens, PCs and other facilities for presenters. They would also welcome some drinking water in each room.
- You may need to **borrow extra bells and equipment** for the event. Identify the likely requirements in plenty of time and try to arrange:
 - That borrowed equipment is well marked by the owners;
 - For it to be kept in one place as far as possible;
 - That the actual owner has given permission for its use (not just its customary user);
 - Transportation for it before and after the event;
 - Insurance to cover loss or damage of the equipment for the weekend that is not covered by the owners insurance.
- Some ringers welcome a short **religious service** on the Sunday morning.

Selection of appropriate **music** for Masterclasses and other sessions is important. You may have some views on this yourself but will probably wish to consult the conductor or class leader; or you may even ask them to make the selection. However it is chosen it is likely to cost a considerable amount and may have to be ordered in from the USA. The National Treasurer and Sales Manager will be able to help with placing and financing the order; it should not be necessary to use a personal credit card.

It is traditional that **presenters** and others who have made a significant contribution on the day (so have not been able to participate in the event fully) are either charged less when booking or are given a partial refund after the event – so this needs to be included in budget calculations. **The amount of such discounts must be agreed by the NEC in advance.**

Can you make the event attractive to Young Ringers? If so you will need to ensure that sufficient chaperones are provided and that the venue knows that young people will be on site. Will there be special rates for them (note that the Vaughan Evans Fund was established to enable Young Ringers to attend National Events. Be sure that you are aware of HRGB's policies on *Protection of Children and Vulnerable Adults* (downloadable from our website). There are several nominated 'safeguarding' experts - get details from the National Secretary.

7. Booking Form

Booking forms will normally be published in (or be circulated with) the issue of Reverberations about 6 months before the event. Remember to give as much notice as possible to the Editor of what space you will need and he/she will give you the deadline for producing the booking form etc.

Booking Form - Design

Ensure that all the following have been included as appropriate and are clear:

- ✓ The date, time (start and finish if possible), location and post code.
- ✓ The time teams may arrive to set up.
- ✓ An accurate description of the event so that teams can see whether it is what they want to attend.
- ✓ The price for HRGB members and non-members. *(It is HRGB policy that members should pay significantly less than non-members when attending HRGB events)*
- ✓ Are individuals as well as teams welcome? Will there be bells for them?
- ✓ The price for Juniors and non-ringers.
- ✓ Food costs and options *(It's a good idea to list any menu twice, one for sending back to you, one for the team to retain as a reminder of what they ordered!)*
- ✓ What massed ringing music will be used and where it can be obtained.
- ✓ Would the team like to be considered for ringing in the concert (if there is to be one)?
- ✓ Add an admin fee per team (to cover postage, copying etc)
- ✓ Ask for the team's table size for the floor plan *(Are there criteria for deciding who will come if it's over-subscribed? Or will it just be first come, first served?)*
- ✓ All cheques are to be made payable to the Region or event account (not to private individuals or team accounts)

Remember that facilities also exist for payments to be made via credit/debit card or BACS transfer; contact the National Treasurer for details

- ✓ A return address for bookings. And a telephone number for enquiries.

Get someone else to proof read the invitation and booking form .

If the event is supported by HRGB, the booking form should be approved by either the Regional Chairman, Secretary or Treasurer before issue. At the end of the event send booking forms and receipts for all expenditure to the Treasurer.

- **On line booking** can save paper and is quicker but needs a good deal of advance planning. There is an area of the HRGB website where events can be advertised and booked; discuss your requirements with Webadmin (for contact details see Reverberations)
- **Trade stands** are often welcomed by ringers as it is one of the few occasions when they can see and purchase new music and equipment as well as chat to the 'experts'. A trade liaison officer (nominated by the NEC) is available and organisers may find it advantageous to use his/her services to obtain details of space and other requirements of possible trade exhibitors. They will usually want to know costs and location (e.g. is the trade to be in a separate secure room) before committing to attend. HRGB National Sales will attend all National Rallies where possible.
- Depending on the complexity of the venue you use, you may need to prepare a **site plan** showing reception, parking, accommodation, workshop and ringing rooms. These can be inserted in a 'delegate pack' which usually includes a neck worn name lanyard (available from the National Secretary or organiser of the previous rally), the event timetable and anything else suitable (e.g. leaflets from trade suppliers, local information etc). Remember to collect or have a collection point available for the name badges at the end of the event.
- Consider **direction signs** too (if the venue permits these) and how your **steward staff** will be identifiable by ringers needing assistance.
- **Sponsorship** may be available from some suppliers; they will usually prefer to be given a list of things that they might sponsor with probable costs (e.g. the final concert, the printed programme, bags or shirts, the delegate packs or a special session or event).
- **Registration** is always a busy and potentially stressful affair. Make sure your registration desk is large enough, well signposted, adequately staffed and that the staff know the site and procedures for registration and allocation of rooms, keys etc. It's a good idea to have someone from the planning group on hand as a 'trouble shooter' in case of booking queries.

Other considerations:

- Teams attending will often have equipment and would appreciate a **bell-store** where it can be left securely. In this respect, check with the site owners whether we have exclusive use of the site or whether there will be non-ringers about.
- **A draw** is usually held at the National Rally (by the Region hosting it so you'll need books of tickets); prizes are donated by teams/individuals attending; proceeds go the WHMF by tradition.
- It may be worth including a '**customer satisfaction**' survey in the pack (or this can be done on-line using, for example, www.surveymonkey.com) this will help future organisers to get things right.
- It is ideal to have somewhere outside the rally hall to eat and drink and/or to use as a 'creche' for youngsters in the meantime; you may also need rooms for workshops etc.

Safeguarding

Make sure you have names and contact details of all participants.

Appoint an Event Safeguarding Lead and publish their details.

At HRGB-organised events where children and young people are participating, a named Event Safeguarding Lead should be identified by the Event Organiser. Her / his name and information about how to contact her / him should be made available to participants, either in pre-event information or on the day or both.

The Event Organiser should have a record of who is responsible for each of the young people attending the event. This may be, for example, the Team Leader who has booked them into the event, or a teacher, parent or a Society member acting in loco parentis. The Event Organiser should also ensure that they have a list of participants' names and teams in case contact needs to be made with any participants after the event. This list should be kept for a year and then be destroyed. (N.B. This is also be important in the case of fire or other emergency; Emergency Services attending a venue will ask for a complete list of occupants / participant.)

Consider having "HRGB Guest" lanyards for non-members attending an event. These would help to raise awareness that we are alert to safeguarding issues.

More detailed advice will be found on the HRGB website

8. Teamwork

It's a good idea to spread the workload for the day between as many people as possible. Get your team together and parcel up the jobs. Some jobs may be best done by the Committee who might have specialist knowledge :

- ✓ Preparing and sending out invitations. Someone should respond to all applicants to tell them if they have/have not been successful (by email?)
- ✓ Arranging local advertising, posters etc. especially if there is to be a concert with a public audience.

(When thinking about publicity don't forget the regional newsletter/magazine, newspapers, Facebook / Local radio / Local "what's on" / Website)

- ✓ Receiving bookings, keeping track of payments, numbers, meals etc.
- ✓ Someone who lives close to the venue to act as 'local' liaison who can 'pop in' and clarify queries as they arise and think about parking arrangements
- ✓ Someone to send out a map/postcode of the venue, the massed ringing music, a timetable of the day and details of any features, competitions and prizes which were not included in the invitation
- ✓ A liaison person for catering to arrange food, tea, coffee, whatever you decide (see section 8) - and organising the washing up!
- ✓ A 'floor manager' to work out how best to fit the teams in the hall and to help them on the day. Make sure all fire exits are clear. Leave enough room between tables for a chair and for someone to pass behind it.
- ✓ Perhaps a quiz sheet to fill in those quiet moments may be a good idea.
- ✓ Reception staff to welcome the ringers.

(They can also take any additional payments for ringers who have not been booked or, if it is policy to do so, to make refunds for absences)

- ✓ Someone to run the raffle and sell tickets. (Remember to say what it is in aid of - you will need to agree this with the Committee first)

(Because cash will be handled it is a good idea to make a note (in the front cover of the draw ticket book will do) of the number of the first ticket to be sold, especially if partial books are being used. This information can be used by the Treasurer after the event to reconcile the amount of money received with what should have been taken in the event of any queries.

- ✓ An m/c (or perhaps more than one); to introduce the teams (and someone to find out a little about the teams).

(If a public audience is to be present make sure the chosen m/c is very knowledgeable about handbells and ringing! Make sure he or she knows the importance of 'keeping things moving'. It's a good idea to announce teams in advance so they are ready to ring - and make sure they don't take more than their fair share of time!)

- ✓ Who will steward the event - will they need badges or other means of identification?
- ✓ Do you also need someone in the car park or directing traffic?
- ✓ If there is to be an audience, who will take money or tickets?
- ✓ Can you put up direction signs to the event? Who will put them out? – and take them in again afterwards?
- ✓ At the end of the event make sure someone is responsible for cleaning up, disposing of rubbish (if this is called for in the terms of hire) and removing any property left behind for safe keeping.
- ✓ Who will take photographs and do the write-up for the Regional newsletter/website and Reverberations?

(Note that if children are present at the event you must obtain their parent's permission via their leader for photographs of them to be taken)

- ✓ For Christmas events, is an organist required?

(You'll need to find out if the organ is in standard pitch if it is to play with the bells. Playing with bells is not straightforward, check with the Committee before asking a local organist)

- ✓ Do you need speakers or readers (e.g. for lessons in Church at Christmas)? Who will find and invite them?
- ✓ At Christmas you may decide to support a local charity; does the venue provider have a 'pet' charity? Can they supply someone to speak about it?
- ✓ And what about a member of the local clergy to lead opening and closing prayers? Who will invite him/her?
- ✓ If there is going to be a printed programme for the concert, make sure that whoever you have selected to produce the programme has all the information in good time.

9. Catering

Remember that some of your ringers will have travelled long distances to the event and might appreciate something hot on arrival, especially on a cold day.

There are several ways of catering at a Rally; some ideas are below.

Which you choose will depend on the start and end times of the event, the cost, local facilities and any limitations imposed by the hirer of the hall.

- self-catering, each ringer bringing their own food
- a 'faith' or 'American' or 'Bellringers' tea.

(Ask the ringers to bring something along, sandwiches, quiches, cakes etc. Pool these and invite people to help themselves at tea time) or

- especially in schools, ask the local authority to quote for providing a cooked meal *(This can be expensive but may be the only option permitted in some schools) or*
- get local fish and chips, pizza or burgers delivered, or
- ask the local team to make sandwiches, cakes or even jacket potatoes with fillings etc. and sell these to the ringers.

Vegetarians and special diets. Don't forget to ask for details of allergies and food intolerances on the booking form* and see what the caterer can provide – if it becomes difficult it may be better to agree a reduction in cost and ask them to bring something of their own.

Try to find someone with a Food Hygiene Certificate to oversee the handling and storage of food.

You may need to produce meal tickets if there are a number of variations or the venue caterers may request them as a way of counting meals taken. Some venues may prefer to serve food at table ('silver service'); this is frequently expensive and time consuming so explore buffet style options.

The Treasurer can advance the organising group a sum of money to cover small costs, any larger bills can be sent to him/her for payment.

* But refer to the section on Data Protection

10. On the day

✓ Stay calm.

No matter how much planning you have put in, something will go wrong for somebody. Remember a complaint can easily be neutralised by a sympathetic ear and a smile! ✓ Arrive early to organise or set up refreshments, mark out floor plan, etc

- ✓ If equipment or property belonging to the venue needs to be moved, take a photo of it before you move it so that you know where to put it back.
- ✓ Bring an extension cable, music stands, plasters, spare music.
- ✓ Put up any necessary internal signs, e.g. to toilets.
- ✓ Try to have some parking supervisors and some 'movers and shifters' available to help people move tables and bells as they arrive.
- ✓ Only let the teams in to set up when you are ready for them to do so.

(Don't be tempted to put chairs out too early, they can be source of annoyance and accidents as people are moving in with bell boxes etc)

- ✓ Have tea and coffee ready!
- ✓ Before the caretaker or hirer's representative departs, check that there are toilet rolls and soap; that lights and sound systems work.
- ✓ Once the teams are set up make sure that boxes and bags are safely stowed and that passageways and fire escapes are clear of obstruction.
- ✓ Stick to planned breaks - some participants may have planned medication around them.
- ✓ Save time when drawing the raffle by getting ringers to check if they have won by labelling the prizes with winning tickets.

(Or perhaps just draw the first 2 or 3)

- ✓ Try and end on a high note; something that the ringers will hum on the way home.
- ✓ Finish on time!

11 After the Event

- Make sure the venue is left clean and tidy.
- Send out thank you letters or emails to conductors, helpers, sponsors etc.
- If guests or presenters from outside the Region have been involved, don't forget to reimburse their expenses.
- Send all receipts, booking forms and a summary of income and expenditure to the Regional or Treasurer as appropriate.
- Send reports and any photographs to the Regional magazine editor and/or Reverberations editor, preferably on disc or by email.
- Record some facts about the event for the guidance of other organisers in later years. These might include:
 - Number attending for each cost package and the total number. What was the impact of the different costings?
 - What is the balance between new ringers and experienced ringers?
 - Number of teams that played a solo in a concert or a rally-ring, even if one team member was missing. Are fewer whole teams attending?
 - Number of workshops offered, number of ringers who attended workshops and percentage of workshop places taken up.
 - The names of well-attended or poorly-attended workshops.

Part 2

An Event Over More Than One Day

As well as all the aspects discussed in Part 1 you now have another set of problems!

The hunt for a suitable (and affordable) venue is likely to be protracted and if you are planning the annual National Rally you should consider that:

- There will probably need to be sufficient ringing space for a concert of some kind. The concert may comprise teams from each Region ringing or a showcase of workshop groups (local circumstances will determine whether this concert is open to the public).
- The event may need to host the National AGM as part of the programme. This can be scheduled at any reasonable time during the event in discussion with the National Secretary.
- It is traditional (but not mandatory) to include workshop sessions.
- It is traditional (but not mandatory) to invite trade stands.

There is no way to predict the interest that a given National Rally will attract. The only certainty is that some people will leave it until the last moment before booking!

In all probability there will be between 200 and 400 people attending. The numbers may be limited by the venue chosen (perhaps the number of bedrooms or floor area for ringing) and the organisers have the right to decline applications (although everyone must be able to attend the AGM).

When considering the budget, it is usual to plan for the event to break even although the National Treasurer maintains a special fund which is available to 'top up' any losses made. Profits made from such events are paid into this account. Advance payments, deposits and 'working capital' loans can be made by the National Treasurer so as to limit the burden on Regional finances.

SOME OTHER THINGS TO CONSIDER AND INCLUDE IN THE INFORMATION PACK:

- Is the accommodation provided **en-suite**? (favoured by the majority)
- Are there any **double** rooms available for married couples or sharing?
- If shared facilities are offered, what is the **ratio of rooms to bathrooms**?

- What accommodation facilities are available for **disabled ringers or those with mobility problems?** (*But see the section on Data Protection*)
- You may wish to ask for an emergency contact number for each attendee in case of accident or illness at the event
- Are there facilities for **camping?** Some members may want to bring caravans, campers or tents?
- Is there a budget option of staying at a nearby low cost hotel and just coming in a day visitor? This may be especially attractive for people with young families where only one partner is a ringer.
- Do room facilities include **tea/coffee** making facilities?
- Are **toiletries** and/or towels provided?
- Is there **sufficient space** for all the people to eat together?
- Can **special diets** be catered for and how will those with special diets be identified by catering staff?
- Is there sufficient and safe **overnight parking** for cars (many of which will have trailers) and vans?
- Will **parking permits** be required? How will these be obtained and issued?
- Can the venue offer a 'named' liaison point a) for the duration of the planning and b) for during the vent in case of emergency?
- Can you offer **separate prices** for:
 - The whole weekend (often Friday pm to Sunday after lunch)?
 - Part weekend (Saturday and Sunday only)?
 - Day rates for those wanting to sleep in off-site hotels or at home?

Appendix A

Ringers' Expectations from a National Rally

To ensure a successful and memorable national rally It is important for two things to happen:-

1. Listen to what members want from a national rally
2. Learn from previous rallies and pass on the learning.

This section has been compiled from comments and views collected from Regions and it is recommended that organisers take these into account -

- **What can you include in the event that will help remind ringers why they love handbell ringing?**
- **Pre-event literature.** At the moment this often focuses more on the accommodation than on the musical components of the event and, especially when identifying cost options, we could:-
 - **send out a programme before the event** showing what will happen when and where (this is good practice for an event);
 - **identify cost options in the musical programme** in addition to the accommodation (e.g. a session with a visiting tutor will cost £20 more). This will mean that members can tailor their experience to their needs and their budget;
- **ORGANISATION AND ATTENTION TO DETAIL.** Please ensure the following:-
 - Try to make sure that the accommodation provides drink-making facilities in bedrooms. Almost every hotel or B&B does this and we all expect it;
 - Ensure all participants receive a list of what you expect them to bring, including gloves and music stands; if they will have to move between buildings will they need coats/umbrellas etc?
 - Make sure sessions are described accurately and that the level of ringing standard required is described in some way;
 - If allocating ringers to positions, make sure they can physically manage those bells or techniques (eg Shellying); how will the ringer know what notes he / she will be ringing so the music can be marked up in advance?

Ask for first and second choices for workshops and use participants' choices, so that everyone feels their expressed needs have been taken into account; if possible tell them before arrival what sessions they will be doing;

- Consider the needs of members who ring from numbers; just saying "you will have to use staff notation today" isn't good enough; make sure that sessions needing music reading ability are identified in advance;
 - Ensure that participants' "Welcome" packs include everything necessary; don't hand out stuff during the event ;
 - Ensure appropriate, accurate signposting across the site if permitted;
 - Ensure that room sizes are appropriate for the numbers attending;
 - Ensure activity leaders are clear about what your expectations of them are, including what they need to bring;
 - Ensure that the right numbers and types of instruments are in each room; provide pencils (this may be a sponsorship opportunity);
 - Ensure that equipment is set out for workshops before they start, so that participants don't have to spend time doing it; if people have been allocated certain bell positions consider setting small name signs;
 - Nominate a "Regional Link Person" in each activity who can attend to issues whilst the Workshop Leader gets on with the workshop; ask them to make sure the session ends at the scheduled time;
 - In the evaluations that participants are asked to do, request suggestions in addition to feedback; put the evaluation forms into participants' packs and send them out electronically afterwards too.
- **Aspiration.** How do we **show members what they can aspire to?** . Showcase concerts and visiting tutors have been successfully used for this purpose, as have masterclasses. All these are appropriate.
 - **Something in the programme for everyone.** If a member goes home thinking "I didn't learn anything new and I was bored during the massed ringing!" (or "the massed ringing was too difficult") that member is unlikely to want to come again!
 - **Climate.** Does the event feel good? Will people want to come back? How are people met when they arrive? If they have never been before how will they know what to do? What messages do organisers and workshop leaders give members who ask awkward questions or who are just lost?

- **Learning.** One of the key purposes of the Society’s premier event should be to support members’ learning. But it’s important to remember that “learning something new” does not mean “playing a new massed ringing piece” (unless the massed ringing music is chosen very carefully so that a new technique for everyone is included). Generally, members do value good workshops and opportunities to extend their knowledge and skills.
- **Opportunities to meet people.** Given the importance members give to this, how can it be promoted so that it does not just happen by accident?
- **Music.** As with meeting people, given the value this has for members, how can we ensure that they have as many opportunities as possible to experience new and different music or learn about new music that members might enjoy playing. In addition to the *Ring From Scratch* sessions and the opportunities to hear music played by other teams in rally sessions we might also consider “recently published music” sessions.

Appendix B

General Information Applicable to All Large Handbell Events

Creating a budget

Any large event needs to have a budget and this should contain forecasts of:

- income from participants, sponsorship, other sources
- expenditure on venue (including how the accommodation is priced e.g. ringing room daily hire, bed & breakfast with ringing rooms included etc)
- expenditure on food and refreshments
- expenditure on tutors/conductors and music
- expenditure on hiring (e.g. sound or lighting equipment)
- any other expenditure (e.g. booking form printing and postage)

A Note About Insurance

Our insurers require a clear trail of evidence showing HRGB regional or national committee involvement in events to be covered by HRGB insurance. This may be demonstrated, for example, by publicity through HRGB publications, HRGB committee approval of a budget plan, or expenditure paid for by HRGB regional or national treasurers.

The National Treasurer can advise current levels of cover which include:

- Public Liability
- Employers Liability (covers authorised volunteers)
- Property damage (items belonging to or on loan to the Society)
- Abandonment if outside the control of HRGB

Data Protection (see full information on HRGB website)

When taking bookings you should be aware of the data protection requirements of the GDPR - for more information see the HRGB website.

The The HRGB Data Protection Policy and Privacy Notice allow organisers of HRGB events at National and Regional levels to collect, store and process personal information in the form of name, address, email address and telephone number(s) obtained during the process of registration for the event. This will be stored securely for the period from registration for the event through till and during the event but must be destroyed immediately the event is over.

It may be necessary to request dietary information from participants which will need to be given to a third party (catering services). If possible this should be done by numbers and not identifying individuals but if identification is required then the contract with the caterer must be stored with the documents relating to the event and must contain evidence that the third party fully adheres to GDPR Regulations.

It may be deemed desirable to request health and medical information and contact details of a next of kin from participants to be used in case of a medical or other emergency.

If this information is obtained there must be signed evidence of explicit consent from the member and the information must be stored under lock and key at all times or in a secure digital fashion and must only be accessed in the case of an emergency. It must be destroyed immediately the event has finished.

Reports of events retained for the future must not contain addresses, or other contact details and should only be accessible to HRGB members.

HRGB and Copyright

HRGB supports the principles of copyright and expects its members to do nothing which would put themselves or the Society in danger of breaching copyright law. In particular:

- Teams playing at HRGB events must have original copies of the music played (not photocopies); one original copy per music stand position
- Members creating/playing their own arrangement or adaptation of a copyright work must obtain permission for the arrangement from the copyright holder (normally the publisher of the sheet music)
- Organisers of HRGB events, particularly those open to the public, should consider whether it is necessary and/or desirable for them to remind participating teams that they must have sufficient original copies of the music
- Organisers of events must ensure that the premises being hired or used holds a PRS licence; if it does not then organisers should apply for an event licence from PRS for Music.

HRGB and Contracts

If the hiring involves a formal contract this may be signed on behalf of HRGB by a Regional Officer provided the NEC have confirmed that event may take place and that there are funds for it

- Make sure that the contract is in the name of HRGB (not your local region), states clearly the agreement that you have reached with the other organisation, particularly dates, numbers of participants, numbers of rooms, access times and arrangements for setting-up and break down, costs and charges and dates when payments are due, (and any other financial agreements such as penalties), cancellation terms (especially dates) and associated costs (penalties), insurance obligations, facilities, logistical support if any (for concerts, equipment etc).
- If you are happy and confident that the contract is in order and that you have a good understanding of it, please sign it. When signing ensure that you indicate that you are signing on behalf of HRGB.
- If you would like another view, please forward it to the National Chair, Secretary or Treasurer, or the Secretary of HRGB Promotions, or another experienced member who has organised similar events to yours .
- If after seeking their views you are happy to sign it, please do so.

