

ADDITIONAL NOTES

PROCEDURES FOR BOOKING JUDGES, DEMONSTRATORS, SPEAKERS AND TEACHERS**ALL PARTIES MUST BE AWARE OF THE NAFAS CODE OF PRACTICE AND SIGN THE DECLARATION**

- The Programme Secretary of the Club (or Area) completes Form A and sends the entire three page form to the Judge, Demonstrator, Speaker or Teacher enclosing a SAE and a draft schedule where appropriate.
- The Judge, Demonstrator, Speaker or Teacher completes Form B, Retains Form A *with own notes filled in* and returns Forms B and C to the Programme Secretary as soon as possible.
- The Programme Secretary retains Form B, completes Form C and returns it to the Judge, Demonstrator, Speaker or Teacher as soon as possible.
- Every effort must be made to return the forms without delay.
- When complete, these forms constitute a contract between the Club (or Area) and the Judge, Demonstrator, Speaker or Teacher who agrees to fulfil the terms of the agreement.
IMPORTANT: Please refer to the NAFAS Code of Practice regarding cancellations.
- Completed Forms B and C may be photocopied for Area or Club records.
- For TAX purposes, when the event is over, Form C should be retained by the Judge, Demonstrator, Speaker or Teacher.

Definition of an Open Meeting:

A Meeting which is advertised and tickets are sold prior to the date of the event.

Close Proximity

When booking Open Meetings, Clubs and Demonstrators should not book the same Demonstration within a radius of 12 miles in the same three month period. This does not apply to tours.

Booking Form for Judges, Demonstrators, Speakers and Teachers.

To be used only by NAFAS Areas and Clubs

Club

Area

Before completing this form please read B1 and C1 (tick as appropriate)

Open Meeting (see C1)
 Club meeting
 Show
 Workshop/Dayschool
 Test

Day and date

Time of meeting Time of arrival

Seating Capacity Expected Attendance

Full address of Venue

Post Code Tel No

Nearest Car Park

Nearest Station

National Association of Flower Arrangement Societies
 Osborne House, 12 Devonshire Square
 London EC2M 4TE
 Charity Registration No. 1101348

REMINDER

ALL PARTIES MUST BE AWARE OF THE NAFAS CODE OF PRACTICE AND SIGN THE DECLARATION

PLEASE NOTIFY ANY CHANGE OF CONTACT DETAILS

THREE WEEKS before the event the Programme Secretary should send to the Judge, Demonstrator, Speaker or Teacher the following information (as appropriate)

Name, address and telephone number of the Programme Secretary

Day, date and time of the meeting

Arrival time** and earliest access to the venue. Confirm that the Stage/Working Area will be ready at this time

Full address, post code and telephone number of the venue

Current map and directions for locating the venue (including car park) and notice of local traffic hazards

Address, with post code, telephone numbers and directions for overnight accommodation

Subject of Demonstration or Presentation and expected audience size

Demonstrating materials and foliage to be supplied if required

Title of monthly competition to be judged and expected number of entries

Name(s) of Co-Judge(s) if any

Final schedule

For Fire Regulations please ensure that the Judge, Demonstrator, Teacher or Speaker signs in at the venue.

It is prudent to take out Abandonment Insurance from NAFAS Insurers to cover losses in the event of the cancellation of an Open Meeting.

FORM A AND A1 TO BE COMPLETED BY THE PROGRAMME SECRETARY AND RETAINED BY THE JUDGE, DEMONSTRATOR, SPEAKER OR TEACHER. (COMPLETE IN BLOCK CAPITALS)

Name and address of Programme Secretary

 Tel No
 Email
 Club Mobile contact No
 Alternative Contact
 Tel No
 Email

PLEASE NOTIFY ANY CHANGE OF CONTACT DETAILS

Subject of Demonstration / Presentation / Workshop / Day School

 Allowance for Flowers and/or Materials £..... Fee £.....

Staging Available? Yes / No Please send details if requested.

JUDGING Flower Club competition to be judged? YES / NO
 Please confirm if written comments are required **YES / NO**

Type of Show (Area, Club etc)
 Number of Judges Approx Number of Classes
 Names of Co-Judge(s) (if applicable)
 Judging to commence at and end at

SIGNATURE of Programme Secretary
Date

A STAMPED ADDRESSED ENVELOPE IS ENCLOSED

J, D, S or T's notes	Meals/Hospitality
Fee	£.....
Travelling	£.....	Other requirements.....
Meals	£.....
Accommodation	£.....
Flowers/Materials	£.....
Other	£.....
Sub Total	£.....
Plus VAT @	% £.....
FINAL TOTAL	£.....	Reply date

TO BE COMPLETED BY THE JUDGE, DEMONSTRATOR, SPEAKER OR TEACHER. FORMS B AND C TO BE RETURNED TO THE PROGRAMME SECRETARY (COMPLETE IN BLOCK CAPITALS)

Name
 Address

 VAT No
 Tel No Mobile No
 E-mail
 NAFAS National / Area qualified (Delete as appropriate)

Day and Date offered

Time of meeting Time of arrival **.....

****Stage/Working Area to be ready for this time**
I am / I am not willing to judge a Club Competition
I am / a qualified Area Judge / a qualified National Judge / **not** a qualified Judge.
I will / I will not give written comments. (Delete as appropriate)
 Judging to commence at and end at

Subject of Demonstration / Presentation / Workshop / Day School

Special requirements (staging etc)

Meals and hospitality
 Fee
 Expenses Travelling
 Meals
 Accommodation
 Allowance for Flowers and/or materials
 Other
 Sub Total
 Plus Value Added Tax @ % if applicable
 FINAL TOTAL
 £.....

I AM AWARE OF THE NAFAS CODE OF PRACTICE

Signature of Judge, Demonstrator, Speaker or Teacher

Date

PLEASE NOTIFY ANY CHANGE OF CONTACT DETAILS

A DRAFT SCHEDULE FOR A COMPETITIVE SHOW SHOULD BE SENT TO THE JUDGE/S FOR APPRAISAL PRIOR TO PRINTING

Permission MUST be granted by the Demonstrator / Competitor before any photographs are taken of his / her work or posted on Social Media.
 PLEASE SEE ADDITIONAL NOTES OVERLEAF

CONFIRMATION OF BOOKING

Name of J/D/S/T
 This Agreement does not constitute a binding contract until this form C has been completed, signed by the Programme Secretary and returned to the Judge, Demonstrator, Speaker or Teacher as soon as possible.

(BLOCK CAPITALS)
 Name of Club (or Area if Area Event)

Name and Address of Programme Secretary

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.....

Tel No Mobile No

Email

Day and Date of Meeting

Time of meeting Time of arrival**.....

****Stage/Working Area to be ready for this time**

Subject

Judging to commence at and end at
 Fee
 Expenses Travelling
 Meals
 Accommodation
 Allowance for Flowers and/or materials
 Other
 Sub Total
 Plus Value Added Tax @ % if applicable
 FINAL TOTAL
 £.....
Agreed fees and expenses may not be altered

I AM AWARE OF THE NAFAS CODE OF PRACTICE

Signature of Programme Secretary

Date

A REMINDER, MAP AND FINAL SHOW SCHEDULE (where appropriate) WILL BE SENT THREE WEEKS BEFORE THE EVENT

PLEASE NOTIFY THE CLUB OF ANY CHANGE OF CONTACT DETAILS or CIRCUMSTANCES

SEE OVERLEAF FOR RULES ON DEFINITION OF AN OPEN MEETING AND CLOSE PROXIMITY