

## **GUIDELINES FOR PROGRAMME SECRETARIES**

A successful club is one where members are happy and pleased with the programme. Your role is a very rewarding one and important in the life of the club.

In the first instance refer to the code of practice regarding demonstrations.

### **Preparation of a Club Programme**

1. At least one year ahead discuss with the club committee the budget for the year in question.
2. Check club meeting dates for that year. Some may have to be altered for seasonal reasons e.g. Easter.
3. Consult Area and National Lists for demonstrators and speakers depending on type of meeting. The National List is available through Trading Officers at Area Level or through the distribution officer at NAFAS HQ; a new edition comes out every 2 years. Area lists are available for a small fee from each NAFAS Area (details in the National List). Please note black dots indicate those who have attended Refresher Days.
4. National Demonstrators should be booked at least 2 years ahead of the meeting.
5. When choosing demonstrators or speakers take into account travelling distance during wintertime. Book January and February first - these need to be filled with a person living fairly close in case of inclement weather.
6. Telephone the person to see if they are available and ask their fee.
7. Book the Christmas demonstrator at least 2 years in advance particularly if it is an open meeting and a National Demonstrator is wanted.

### **Fees and Flower Allowance**

8. Fees vary and if in doubt consult the club committee before confirming the booking. Note mileage costs \*
9. It may be necessary to negotiate - if the club allowance for flowers is less than the demonstrator considers necessary it may be that they can be asked for one less arrangement.

### **The NAFAS Blue Form**

10. The Blue Form is used to book only NAFAS demonstrators and speakers. Complete form A with details agreed on the phone and send all three parts together with an S.A.E to the person being booked.

At this stage a map and layout of stage should be included.

The person will retain part A, complete part B and return B and C to you. After checking all details on both forms are correct keep part B and send part C to the demonstrator or speaker. **NO BOOKING IS FINALISED UNTIL THIS PROCESS IS COMPLETED.**

11. Three weeks prior to the meeting send a reminder, directions (including the postcode of the venue) and a contact mobile phone number. Demonstrators /speakers should acknowledge receipt of this letter.

If the flower allowance has not been agreed state the amount. If, due to fluctuations in the market, an increase is requested, this should be agreed by telephone.

12. Liaise with the club hostess re requirements for the visitor e.g. refreshments, time of arrival etc.

13. Ensure a person can assist by carrying items both before and after the meeting. This is important where access is difficult.

#### Cancellations/Contingency

14. On some occasions mitigating circumstances may lead to a cancellation by a demonstrator or speaker; however they should endeavour to find a replacement if under 6 months to the demonstration.

15. Have a contingency plan to entertain members should the demonstrator or speaker be delayed or not arrive at all.

It is useful to learn of other clubs' demonstrators and speakers that they have enjoyed. Keep a note of when a person has been booked so those visits are spread over a period of time.

\* Be aware that travel costs can be shared when a Demonstrator is booked as part of a short tour. Ask your Area Demonstrators' Representative, or Chairman of your Area JDS&E Committee, for advice and information.