

# **Rules of Procedure Appendix “X”**

## **Agenda items for a Festival Planning Meeting**

**This is basically a “check-off” list of things which need to be done to run a successful festival. Some items need to be taken care of well ahead of the festival date.**

**There are 7 pages in this file.**

**You can print out the pages you need or highlight what you need and copy and paste it into your word processing program to change as necessary.**

### **Brass/Other Instruments Needed?:**

#### **Chamber of Commerce Liaison:**

1. Contact Local Chamber of Commerce and find out fun activities available for choirs to do while visiting the area - some ringers come early and stay after the festival.
2. Provide web addresses/links to websteward.

#### **Conference Choir:**

Will there be a Conference Choir?

Who will direct?

Who will select repertoire?

Will Area XI provide music? Or do participants provide music?

Job Duties:

1. Act as liaison between director and the Area XI Festival Committee.
2. Update forms to list the person doing this job as contact person with mailing address, phone, e-mail on conference choir applications & director recommendation forms.
3. Receive conference choir applications & director recommendation forms.
- 3a. What will be the deadline date for applications?
4. From the received applications, put the members of the conference choir together.
5. Purchase conference choir 1 directors' scores –
6. Make bell assignments so that members have bell assignments so they will have time to learn their notes before rehearsals at the Festival.
- 6a. Provide a schedule of rehearsal times to conference choir members. This will need to be coordinated with the Director and the festival schedule.
7. Give music info to Festival Booklet person to add to final concert program.
8. Provide information to websteward as needed.

#### **Choir evacuation after final concert plan:**

Is this plan needed?

Job Duties:

1. Make a choir evacuation plan for after the final concert.
2. Write up the plan for distribution with the festival info packets.
3. Supervise the plan after the final concert. You may need several people to help you with this.

#### **Festival Booklet:**

Use past festival booklets as a guide.

Job Duties:

1. Contact all parties concerned about when/what info you need. Do follow ups.
2. Find out number needed from Sec. Treas. and have booklets printed up. It is a good idea to wait until the last week before the festival to have them printed - this allows for any last minute changes to be made - and there are always last minute changes!
3. Be sure the Booklets arrive at the Festival one day before the Festival begins.

### **Festival Booklet Ads:**

#### Job Duties:

1. Contact National/ Area/State vendors to see if they would like to purchase an ad in the festival booklet. Try and get payment when ad copy is sent.
2. Provide advertisers info to Sec/Treas so an invoice can be sent.
3. Get "camera ready" ad copy, (black and white) from ad purchasers, make copies of each and send original to Festival Booklet Person
4. Vendor list to contact: - Use the AGEHR National Office HIC list.

### **2006 Ad prices -**

Business Card Size: Price \$15

1/2 Page: 4 inches by 5 inches; Price \$50

Full Page: 7 inches by 5 inches; Price \$100

### **Festival Pins:**

Area XI Festivals have had the logo made into an enamel festival pin. Each registrant receives a pin. Cost of pins is included in registration costs. There is usually a local company that makes enamel pins. The March Company in Albuquerque has done a terrific for the past four Festivals.

#### Job Duties:

1. Obtain color and black and white copy of festival logo.
2. Estimate number that will be needed?
3. Place order with company. Is deposit needed?
4. Pins can be shipped to the Event site or to a member of the Festival Committee.
5. Follow up on when pins will be shipped.

### **Festival Schedule:**

This is time consuming and it's best to circulate "drafts" via email. Samples are available in the files on the "thumb" drive. Start working on the schedule at least a year out. Anticipate several fine-tuning sessions. The FINAL schedule must be completed in time to be printed in the Festival Program Booklet.

### **Festival Shirts/tote bags:**

1. Get a color and black & white copy of the Festival logo.
2. Make arrangements for silk screening at a shop that is local to you. Do price comparisons. Get price guarantee in writing. Let Area XI Sec. /Treas. know the price of shirts and tote bags
3. Get number/sizes you need to order from Sec. Treas.
4. Follow up on order.
5. Arrange for items to be available for pick-up at the Festival.

### **Festival Signage:**

#### Job Duties:

1. Find out from Area Chair and Fest. Chair what signs are needed and make them.
2. Put up signs before registration. at the festival.

**Floor Layout:**

Job Duties:

Will placement on the floor be “first come/first served” according to choir registration number? This has been the tradition – and it’s probably time to change.

1. Develop a floor layout using choir space information from Sec./Treas. and the following:

Brass placement preferences.

Conference Choir placement

If possible, place solo choirs/and choirs that have individual soloists up front.

Place Division choirs together .

Do the physical layout of the massed ringing floor Thurs. night or early Fri. morning.

2. Supervise floor as choirs set up.

**Festival Group Names:**

Are there going to be different ringing divisions? Is there a need to accommodate two meal sessions/ workshops and rehearsal at the same time, etc?

**Festival Registration:**

How will registration be done?

What are the dates for registration?

Recommend a BIG difference between registration fee and “late” fee.

**Festival Registration Packages:**

Much of this can be done online or with email communication. Suggest – review what was done in 2006 Denver and add/delete/change accordingly. Information available on “jump” drive.

**Festival Packets:**

It’s good to have the Board meet the day before the festival to organize Festival Packets. The packet includes meal tickets, festival pins, festival booklets, any needed updated info, near by restaurant menus - choir evacuation plan if one is used.

Recommend one packet per individual – NOT per choir.

**Festival Registration:**

The Area XI Sec. Treas. is in charge of this with assistance from the Area XI Board.

**Festival Registration Cost:** Area XI Festival Committee will present an estimated budget to the Board for concurrence.

Early- Bird Registration cost/dates?

Regular Registration cost?

Non-Ringer cost?

### **Free Will Donation at the Public Concert:**

Job Duties:

1. Recruit and supervise a group of people, (local choir or ringer spouses), to take the free- will donation at the concert.
2. Provide enough containers to collect the donation in. 2's and 3's were a novelty at the 2006 Denver festival.
3. Count the proceeds with the Area XI Sec./Treas and one witness

### **Friday Night Reception:**

Various activities have had great success in the past. Rely on Board members experiences and suggestions and the "trend" at the time for concerts and "happenings."

### **Gifts For Outgoing Area XI Board Members:**

Job Duties:

1. Purchase gifts for the outgoing Area XI Chair and Sec./Treas,
2. Purchase gift cards and be sure they are signed by the Area XI Board before presentation.
3. Wrap gifts.

### **Local Publicity:**

Job Duties:

1. Send festival press releases and public concert times to local newspapers, (100 mile radius), for publication in Event Sections. Time - four to six weeks before festival.
2. Make a poster for public display and send a copy of it along with a letter of invitation to all local churches. In a cover letter, ask if the church would be willing to put up the poster. Be sure to include the concert time on the poster, that it's free, and there will be a free-will donation taken. Time - four to six weeks before the festival.
3. Develop church bulletin announcements and short radio/tv spots and distribute.
4. Follow-up on all aspects of publicity. Media outlets tend to 'loose' information that is forwarded to them.

### **Logo Theme:**

**Logo:**

### **Meal Packages:**

### **Music Selection:**

Should be done at least one year before the event. Post on [www.area11.org](http://www.area11.org) as soon as possible. Jane Ryer is supposed to write a summary of how the repertoire was selected for 2006 Denver. IT WORKED! Highly recommend using that same format again.

**Name Tags:**

Information is available on the “jump” drive.

**Performing Choir:**

1. Will there be a “special” performance?
2. How will this choir/s be selected?
3. Establish honorarium
4. Provide information to websteward and program booklet contact.

**Photographer:**

Professional photographer take a festival portrait or choir portraits to sell?

**Read & Ring Session/s:**

**Recording Final Concert:**

Record final concert professionally?  
Information available on “jump” drive.

**Silent Auction:**

Will there be one? It’s best to have a specific “benefit” in mind – and not the Operating Budget. Maybe to purchase more chimes? Or the scholarship fund?

**Solo Concerts:**

Forms are available on the “jump” drive or from Marcy’s archives

**Vendors:**

Location for vending? Secure? Determine “open” hours.

Job Duties:

1. Contact Handbell Vendors, Bell Reps and HIC members to see if they would like to sell or display at the Festival. Sample correspondence is available on the “jump” drive. Make initial contact at least one year out.
2. Follow up with Vendors. Provide shipping information.
3. Provide signage requirements to person in charge of Festival Signage
4. Provide info to Festival Booklet Person and websteward.
5. Supervise the vendors set up. They jockey for position at this point and you need to be there to make sure they set up where they are supposed to. Very “territorial!”

**Web Page:**

Provide information in a timely manner to the Websteward. People are starting to rely on the webpage for information. Keep it current and accurate.

**Workshops & Facilitators:**

**Workshop Set-up Supervision:**

**Workshop Bell/Chime Loaners:** \_\_\_\_\_

This needs to be a local person.

1. Get Bell Loaner Forms from National Office.
2. Contact local choir directors to see if bell sets are available.
3. Send in bell loaner forms paperwork, provide or arrange for pick-up & take-back transportation for loaner bell/chime sets.

Jane Ryer and Caroline Mallory to provide "after action" reports to be included on the "jump" drive.

**WorshipService:** \_\_\_\_\_

Job Duties:

1. Contact a local Handbell Choir and invite them to put together a 20-30 minute Sunday morning worship service.
2. Get info regarding service - any music info, hymns, etc. and put together, (or have the choir that is doing the worship service do this), a 1/2 sheet program to hand out at service. Make about 100-150 programs.
3. Give the Festival Booklet Person the worship service time and info so we can include it in the festival booklet.