

Job Description – UKAA Day Host

1. Volunteering

If someone is mad enough to consider the idea of hosting a UKAA Day, they should notify somebody of their intention. Any member of the Committee will do, but that information should then be passed on to a) President b) Advance Organiser c) Tutor Co-ordinator. Of these, the Tutor Co-ordinator is the most important - she will discuss a DATE with the Host when tutors are available, and will put the host in touch with possible tutors. She will also be available to advise on the structure and content of the day, as will any other committee member the Host wishes to contact, but the actual structure and content of the day is primarily down to the Host. This initial contact will ideally be at least one year before the actual event.

2. Finding a Venue

This is the most important part of the Host's role. It is up to the host to find a suitable venue to accommodate around 40 autoharpers for the day. "Suitable" means:

1. With at least one large room where 40 harpers or more can sit comfortably together
2. With ideally two other smaller rooms so that we can split to different workshops. Ideally these rooms will be sound-insulated from each other. A further small space for 1:1's may also be needed.
3. With toilet facilities.
4. With an Urn and Kitchen/food preparation facilities.
5. Near to a motorway/good road links/railway station – preferably not in the middle of a big town.
6. In an area containing sufficient members and autoharpers to make it viable.
7. For as little cost as possible. Some venues have been free, others have cost hundreds of pounds.

If the Host is considering an extended Day, with evening sing arounds/sessions and Sunday workshops, then venues for these must also be found that do not push the cost up stratospherically. The Host should liaise early on with the Treasurer to consider the proposed costs. After approval from Treasurer and President, the Host should book the venue, signing any booking forms that are required. In the event of a deposit being needed, the Treasurer should be asked for a cheque. The Host should then notify the AO and liaise with him as to his further requirements (see below).

3. Planning the day

A "standard" format of 3 workshops has been developed, with other activities such as 1:1's, raffle, Slow Jam, Open Stage, and Show and Tell that are popular and that should be considered, but basically the structure of the day is down to the Host and availability of tutors. Some hosts will have done this before and know what they want, but others will need a lot of help planning a day. The first support level for the Host is the Tutor Co-ordinator, who will advise, but the AO and other committee members will assist if required in generating a programme for the day. One important consideration is the results of the evaluation sheets from previous UKAA Days, which should guide what workshops are put on. The Host will need to find tutors willing to provide workshops they feel are appropriate, and negotiate with these tutors to

generate a full programme for the day. The AO will need to receive from the Host, preferably at least two months prior to the event:

1. A Programme for the day
2. Directions/map showing the venue – *not so essential in the age of satnavs and Google maps, though nearest train stations will help.*
3. Accommodation suggestions in the local area

4. Prior to the Day

The Host should have received from the previous Host all of the tea/coffee/squash supplies, plus signage. Obviously this can only happen if we know well in advance who the next host is going to be. The host should check these supplies and restock as necessary, keeping receipts to be passed to the Treasurer. Some hosts have supplied potluck suppers; others have provided cakes and biscuits – all of this is entirely optional – keep receipts. The Host should take every opportunity to promote the Day in their local area – notify local papers, maybe produce some flyers, contact local folk clubs – just do whatever they can think of to get what publicity they can.

5. On the Day

Fix signs on critical junctions around the venue, and directions to Tea and Toilets inside the venue. Ensure tea/coffee is laid on and urn/kettles available. Decide on washing up arrangements. Organise tables for raffle prizes, sign up for Open Stage, nametags. Assist Mike Fenton in laying out his stall. Using your army of helpers, set out chairs. Inform tutors as they arrive of the rooms they have been allocated. Sell raffle tickets – *PLEASE can we have just one ticket per person?* Welcome all the Harpers at 11.00am, deal with Health and Safety issues such as Fire procedures, and inform all where the tea and toilets are. Introduce the first act of the day – usually Mike does a playing demonstration. Be available to deal with any problems the tutors or attendees might have – where is there an extension lead, any more chairs, how about a cushion? Before afternoon tea break, replenish as needed, set out cake etc. Organise and conduct raffle. Look suitably embarrassed at the end while the President thanks you profusely, and request help in clearing up. Clear up. Collect tea supplies and signage ready to pass on to next victim. Claim expenses from Treasurer, by producing receipts. Collect cheque(s) from Treasurer for the costs of Hiring etc. to be passed on to the appropriate people. Collapse.

Bob Ebdon
10/05/11