

# Guidelines for Weekend Organisers for nottsderbywalkinggroup

	ESSENTIAL	ADVISABLE
<b>LOCATION &amp; BOOKING</b>	* Check that the area you have selected is not already being covered in the same programme.	* Check out facilities of the accommodation, is it suitable for a group booking? If independent best if you can to recce the place or investigate it on the web or other sources as independent are more variable in quality (but often better value and quality)
	* Before giving details to programme make sure that there is accommodation available on the date you want to do the booking and make a booking if possible. HOWEVER do not make any booking before speaking to the organiser to make sure that that weekend is suitable for your type of event	* Check the local area ie village what facilities ie pubs, tea shops etc.
	* Check when the deposit and balance needs to be made. Get the deposit from group funds if this needs to be paid well in advance, before you are able to put the details in print to the whole group. If possible pay the deposit by credit card to give us up to 45 days interest free credit.	* What type of walks are available to offer on the weekend.
<b>WALKS PROGRAMME</b>	* Give WP organisers as much info as possible with your own write up to include costs, accommodation type and basic facilities, dates, level of walks on offer, detail about the area and contact details to book. Maybe think about the 'vibe' of the weekend - relaxing / chilling / social / early starts!	* This is your weekend and the better the write up you give to the organiser the better it will sell
<b>TAKING BOOKINGS</b>	* All persons must be a member and membership numbers must be obtained from them. If they are new members (only joined in the last week or so) you may or may not decide to take their word for it. Tell them to complete booking form, which can be obtained from the website.	* At the end of the day it is up to the organiser to use their discretion when taking bookings for hard weekends. Don't forget if you let someone you are unsure about and they struggle, it is not just themselves that are suffering they are putting the rest of the party in danger.
	* If you are offering a weekend of hard walks, then you must ensure that you are confident of the ability of persons booking. If a new member or someone you are not familiar with registers interest, you must stress the importance of them being able to do hard walks and investigate whether they have the experience of full days on the fell at high level.	* Suggest that people you think may not be up to the group standard make their own walk plans
	* We now recommend as a group that all members (especially those on weekends) should carry details of contact numbers for next of kin and of any pre-existing medical conditions they may have, in case of emergencies. All you need to do is to just advise people on any publicity for the weekend that it is recommended they carry some next of kin info.	* If you are taking cheque perhaps give them an indication when are you going to cash their cheque.
	* Make sure that you have a reserve list and that any reserves are allocated a spare place in strict booking order.	
<b>BEFORE THE EVENT</b>	* Make sure the accommodation has been paid for if required up front.	* Ask for walk leaders for the weekend
	* Make sure the all persons have made lift arrangements, paying special attentions to new members, make sure that they are NOT travelling alone, unless they prefer this.	* Maybe if there is a pub near the accommodation you may want to suggest booking a table or you may want to organise a cooking circle (s). But make sure that new members know the score.
	* Send out details at least 14 days before the event with directions, what to bring and any special plans	* Check out kitchen facilities for cooking breakfast and self catering, because if there is none, you will need to let folks know. * Room allocation. Sort out who is going to be in each room, saves hassle and confusion on Friday night.
<b>ON THE EVENT</b>	* Friday nite is a good idea after the pub or whenever is comfortable to have a welcome meet, and tell folks what walks are on offer the next day and what time the leaders want them to be ready for and what they are to bring if there are any special requirements. Always suggest 15-30 mins before you need to set off due to big fuffers !	* If you have a mobile have it switched on, just in case anyone is struggling to find you.
	* Ensure that all new members are made welcome and introduce them to the rest of the group.	* This is YOUR weekend away so good preparation means that you wont have to do much on the weekend.
	ENJOY YOURSELF !!!	* If you have complaints then don't forget you are doing this voluntarily and unless they have a good cause to complain, they cant. If in doubt, please speak to any committee member who may be on the weekend for guidance on such matters.
<b>AFTER THE EVENT</b>	* Thank all leaders	* Appoint a person to do a write up for the website and footprint along with photos.
	* Ensure that booking fee and any other money to group funds is given to Chris Harrison ASAP, with receipts of cost of accommodation or prepare you own invoice for him	
<b>&amp; Finally</b>	* Put yr feet up and thank for all your hard work and look forward to organising your next one.	