

# SUMMER PROGRAMME 2024



## SESSION LEADERS' PRINTED PROPOSAL FORM

*On-line completion/e-mailing is preferred. Only use this form if that is not possible.*

*(Please write in the right-hand column)*

1	Title of the Event	
2	Preferred Date	
3	Start and end times	
4	Venue	
5	Audio guide needed Y/N	
6	Number of Attendees (min & max)	
7	Event Description	
8	Refreshment Arrangements	
9	Equipment needed	
10	Cost for Participant	
11	Last date for registration	
12	Event Organiser	
13	Organiser's e-mail & phone No.	
14	Any other information?	

## NOTES ON COMPLETING THE FORM

- 1 **Title** - Something short and unambiguous
- 2 **Date(s)** - In format Monday 15 October. Can it only be this one specific date(s), or can you be flexible? If a popular session, could it be repeated so that folk who are away on the original date get the chance to attend a second delivery (or multiples) of it??
- 4 **Venue** – If you normally book a regular meeting place for your group, then just book an extra session for the SP, but ask that the invoice include **(Summer Programme)** so it will be paid for centrally, not from your group's account.

For outdoor events – please indicate very clearly the meeting place for the session.

- 6 **Numbers** - Do you have a minimum number to make it worthwhile, or break-even for visits? Is there a maximum number for safety, room size, interaction etc
- 7 **Event Description** -
  - What does the session involve and what can participants expect? Do they need to prepare in any way or bring anything to the session?
  - If it's an outdoor event, please be very clear about access issues (e.g., steps, cobbles, stiles, distance to be walked etc) so that participants can make informed decisions before registering. The text of this section will be used on the website, but not the leaflet, so word-length is not an issue.
  - The text for coach trips needs to include a warning of the cut-off date for registration and that cancellation by a participant after that date is likely to incur costs unless the place is re-sold.
- 8 **Refreshments** - (May not be applicable) What is available and the cost? How can payment be made? (Normally paid by cash on the day)
- 9 **Equipment** - U3a Projector, laptop etc?
- 10 **Costs for Participants** - This might be for materials, travel, refreshments etc. Venue hire fees are covered by our u3a. **Do you want payment to be made via the website/registration process? Many of our Interest Groups already have efficient systems for collecting monies.**
- 11 **Closing Date** - For coach trips etc – last date for registration, based on cut-off date for cancellation without penalty.
- 13 **Contact Details** – Organiser's e-mail address, phone number.
- 14 Is there anything else we need to know about your event that is not covered in the form above?

If you are able to offer more than one session title\* for the SP, please complete a separate form for each one, as they will develop into separate entries on the website etc. (\* not for repeating sessions with the same title) Please return the form as soon as possible as we have to allow time for schedule planning, website creation, printing etc etc. **On completion of the printed form(s), please post it/them to me at 14, Croft House Drive, Otley, West Yorkshire. LS21 2ER**

Thank you very much indeed for offering a contribution to our annual Summer Programme and hopefully making it an enjoyable experience for everyone.

*Angie Grain*