

Venues Coordination – Ilkley& District u3a

For more information contact
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This role has been undertaken for us in recent years by Ann and Iain Thake, who now find they have less time to give to the task.

They are both more than happy to explain to any new interested person, what is involved etc.

They write:

- It is quite a straightforward task and there is a burst of work really only once a year.
- This involves emailing each of the venues and asking them if they have changed their charges so that the record of our venues can be updated.
- There are a number who don't respond to the emails and then we rang up the person who was responsible for bookings at individual centres.
- The prices were then updated on the site by one of the web people.
- We also added new venues during the year either because they were recommended by people or because the actual venues got in touch with us.
- The other aspect was helping some leaders find a venue that was suitable for their group. This is only a small number each year and usually for new groups or where they have had issues with the venues.
- It is difficult to say how much time it takes, very little during the year it is largely just checking the rates which does take a few hours.

Hope that helps. We are very happy to go through it with whoever takes over.