



## Organising GCCG Events as a Member

*All GCCG Events need to be agreed and approved by your Area Organiser before any agreements are made or advertising takes place.*

*If you are thinking of organising a large event, such as a weekend away, please contact your Area Organiser before setting anything into motion.*

*This ensures that the event is covered by our insurance and that checks are made that it doesn't clash with something else being organised for the same time, or if it does that it won't impact one or both events.*

*Here are some things to think about...*

### **WHAT, WHEN and WHERE is the event**

What is it – country house, museum, boat or train trip, car show, or other place of interest? Weekend away?

When should people arrive?

Where exactly will you all meet? Postcodes for satnavs are useful

Will there be marked off parking for GCCG?

Are you having a “run” with directions?

Where will it end up? (Maybe same as start)

How long is the event expected to last?

Who will be present on the day?

What catering (e.g. food and drink) will be available? Or is it a picnic?

### **Arrangements to be made with the venue**

How much notice will you need to give the venue?

Do you need to give a deposit to the venue we will be visiting?

Do you need to guarantee a certain number of attendees?

Do you need to inform them of food allergies?

## **Organisation details**

What will be the cost?

Is advance booking necessary? Is advance payment necessary? If so, who should the bookings be sent to?

What is the mobile contact for use on the day?

What address or email should bookings be sent to?

When do bookings close?

Will bookings be acknowledged, and how?

## **Publicity Material**

Prepare the publicity material and booking forms. Booking forms can be made to be downloaded (eg PDF or Word file) or can be completed via the website. Contact your local Area Organiser to discuss and to get the event added to the GCCG website and in All Torque once the event has been agreed. The email addresses are on the GCCG website.

Ensure you get all publicity material ready in good time to be put onto the website and sent out in the next All Torque.

## **Initial Publicity**

The following publicity is required for the website, All Torque and Big End Journal take their information from the website so make sure it is kept up to date if any changes are made.

1. When is the event?
2. A title for the event, the region and nearest big place and a **short** (20 words max) paragraph description of the event. This should be designed to entice all the club members to find out more about the event.

3. The name, phone number, email address of the organiser for members to register with you. Interested members can then complete or download the booking form from the website or contact you for one.

4. The postcode of the meeting place.

5. Any other information such as photos of the venue to put on to the website as a link that may entice members to book.

## **Lack of Response**

If there is a lack of response following the initial advertising of the event in All-Torque, Big End, or the website, contact your Area Organiser and they can liaise to send out a specific email to generate more interest.

## **Booking Form**

Send a booking form (if required) to your AO to post on to the website for members to download directly or include the details below so an online form can be made to complete on the website event listing.

Booking forms should include:

- What address or email should booking forms be returned to?
- Closing date?
- Members details:
  - Name, email address, postal address, phone number
  - Number of places they are booking
  - Confirmation that payment has been made (if payment is required)
  - Any special dietary requirements

## **Full information sheet about the event**

This is optional, depending on the size and type of event.

This can either be included on the event details on the booking form if a fairly simple event or be a separate link on the website for members to download separately.

Include further information that covers all the information you have in what, when and where is the event.

**If in any doubt contact your Area Organiser before committing yourself to something and doing a lot of hard work that may not be necessary.**