

Just Friends Events Information Guideline



The purpose of this document is to provide guidance on what to include when submitting details of an event to the events facilitator **Martin Brecknell**, and copy to **Tony Roberts** for inclusion the newsletter. Note: a follow-up reminder by the event organiser nearer to the time of the event giving salient details is strongly recommended.

It is entirely the responsibility of the proposer to decide what information he chooses to submit. However for the sake of consistency between events and completeness it is recommended you follow these guidelines and provide information in this order.

1. ***Dates offered for event***

These can be for the monthly meeting first Wednesday of month, or an alternative date as an extra meeting – Martin will confirm date selected

2. ***Title***

Provide a short snappy title for the coloured bar which introduces your event in the newsletter

3. ***Description of the event.***

Provide here a description of the event in general terms, including background information as appropriate. Make it sound as attractive as possible to encourage members to attend. Send an image to accompany the text if possible. This will make your event stand out. You can provide internet links if you wish.

4. ***Accessibility Limitations***

Provide here details such as:

- a. whether there are any conditions such as a long distance to walk, steep or potentially muddy terrain which might deter our less mobile members from attending
- b. problems of hearing

5. ***Details (select as appropriate to your event)***

- a. Organiser name, email and phone number - this helps if data needs to be queried
- b. Leaders name on the day, if different from above, and how to be contacted on the day
- c. The event date will be selected between the events facilitator and the proposer
- d. Whether there is a need to book the event in advance and booking details
- e. Precise meeting up point and time to meet and any directions to get there if required
- f. Start and end times of event itself (performance, or journey departure and arrival times)
- g. Any advance payment required to the organiser, if so address and payment details
- h. Any advance purchases by participant, such as rail tickets (list them and include sufficient information to enable purchase and price)
- i. Obligatory purchases on the day (list them and include sufficient information to enable purchase and price)
- j. What refreshments are provided, organised or not provided. If provided how much and how to be reimbursed. Where refreshments are provided do please consider the dietary requirements of our members.
- k. Who is eligible to attend (members only, members & guests, any gay man)
- l. Any other information you feel relevant to your event.