**CONFERENCE PLANNING KIT**

1. **BUDGET**

 1.1 Budget Spreadsheet

2. **PRO FORMA LETTERS**

 2.2 Venue Letter requesting visit

 2.3 follow up Venue Letter

 2.3 Demonstration Invitation Letter

 2.4 Open Console Playing List

3. **ACCOMMODATION**

 3.1 Requirements

* + CBD hotel (participants to pay themselves)
	+ hotel/motel when touring in the country (to be included in conference fee)

4. **TRANSPORT**

 4.1 Bus Requirements

* + city travel -
	+ country travel - a bus with toilet & two doors

 4.2 **Pro forma** for a check list of who should be on the bus each day

 list to include phone number of participant

 4.3 Designated Transport person

 4.4 announcement to be made (on the bus) at the end of each day

 as to what time the bus leaves the following morning

5. **BOOKING FORM**

 5.1 **Pro forma** for booking form

 *this is pretty well sorted but should include*

 5.2 Dietary requirements

 5.3 ***new*** box to tick if they are a player & wish to play during open

 console

**CONFERENCE NOTES**

A **AGM**

A1 to include a recital but no open console [F1]

A2 to be held early during the conference to allow for council

 meeting to be fitted in

B **COUNCIL MEETING**

B1 a free morning or afternoon so that the council can meet then rather than at the end of a long day of touring or walking.

B2 If in the afternoon then perhaps with an evening recital or dinner to bring everyone back together

B3 allow 3 (?) hours for meeting. if it’s not all used it doesn’t matter

C **CONTACT PHONE NUMBER DURING CONFERENCE**

C1 include a contact number in the conference book.

C2 this could be the phone number of one of the organising committee OR

C3 use a dedicated phone number [in old phone or cheap mobile] which belongs to OHTA and is passed on each year to next conference committee - possibly PAYG. It’s more likely to be used for incoming calls rather than outgoing as most of us would have a good mobile plan with unlimited calls

D **MORNING / AFTERNOON TEA REQUIREMENTS**

D1 at least one morning or afternoon tea to be included each day

D2 if in CBD or suburbia then allow a suitable time

over the years *there have been a number of times where people have absconded from venues because there hasn’t been any provision for this*

D3 when touring in the country ask if any of the churches would

 like to provide refreshments (at appropriate cost)

E **LUNCH / DINNER REQUIREMENTS**

E1 A formal dinner to be included at some point

*this often works well when in the country if there is no evening concert to be given*

F **OPEN CONSOLE**

F1 do not allow open console at AGM (time restraint) [A1]

F2 do not allow open console at RECITALS (courtesy to performer)

F3 appoint console steward to police F4 F5 F6

F4 players to put their name on [2.4] Open Console Players List

*announcement to be made each day to remind players if they wish to play to add their name to the list. And perhaps to say who is on the list at the beginning of the day and if there is room for others*

F5 5 minute time limit per player

F6 reminder for people to not stand around the console and talk

but to move right away - this should be reiterated a number of

times during the week.

*we had one time (2017) with a soft organ (Balbiani) where the person playing couldn’t actually hear what he was playing because of all the talk which was happening around him.*

F7 if a large organ ask if person demonstrating organ (or

 someone familiar with instrument) to remain at console to

 help those at open console.

G **DAILY REQUIREMENTS**

G1 appoint an MC/HOST for the day (preferably different each day)

G2 appoint a TRANSPORT OFFICER for the day to

* + - check the list of who should be on the bus at each departure point [4.2]
		- remind people at the end of each journey what time the bus will be leaving and where from
		- at the end of the day, give the departure time for the following morning.

G3 ascertain location of toilets at each venue [H2}

H **VENUE REQUIREMENTS**

H1 allow 60 minutes at each venue

H2 ascertain if toilets are available at venue [G3]