Outline of Summer School organisation:

Subcommittee for Summer School to allocate tasks to given members.

The order of items is only a rough guide since some will be on-going and others will overlap. Most will have to be done by the Convenor and working party but some can be offered to local guild volunteers.

**ITEM :: SET UP THE WORKING PARTY**

This only needs to be two or three people at the start.

- **Convener:** One person usually, although two people can be Co-convenors. The Convenor is the lead person in organising the Summer School.
- **Admin:** Somebody needs to take on the basic admin items, such as collating all the records of communication and the information gleaned, later on drawing up forms, recording applications etc.
- **Finance:** Somebody to draw up budget, calculate costs, keep financial records, liaise with Association Treasurer. Note that the Association has set up a designated bank account for summer school.
- **Regional Guilds:** The working party should also be in contact with local guilds to keep them up-dated and build support. Contact the Regional Rep for support also.

Communication and a lot of the initial research can be done by email and internet.

**ITEM :: CONTACT GPC, JOURNAL, AND ASSOCIATION SECRETARY**

It is important to liaise with the General Purposes Committee throughout, and to discuss publicity and deadlines with the Journal Editorial Committee. The Convenor may be co-opted on to the GPC for the period of organising and running the Summer School.

Note that GPC meets five times a year so big decisions may take some time; however, a lot of business is done by email and many things can be sorted out between meetings.

Request the use of Association letterhead for communication with potential venues. It shows you have authority to negotiate.

Contact the Secretary to discuss how you will use the online facilities for promotion and applications etc.

**ITEM :: FIND A VENUE**

It is never too soon to start looking for a venue. Ideally it should be a single campus, reasonably easy to move around, and with good public transport connections. Local knowledge is very helpful here and, once contact has been made, two or three members from a local Guild could visit the site with a checklist and assess its suitability.

If you can find out the right person to contact, you can start by phoning them and follow up with email to confirm the conversation. If you ask for an estimate of costs etc then follow up if you don’t hear within ten days because you need to know quickly whether a potential venue is worth further consideration or not.

When looking for a venue you need to bear in mind what Summer School involves. The following can be used as a guide to send to a venue.

**OUTLINE REQUIREMENTS OF PROPOSED AGWSD SUMMER SCHOOL**

Date:  
Duration: **Sunday afternoon to following Sunday morning**  
Participants: **Approximately 200**

Outline of the event: **The AGWSD Summer School is residential, although a few participants may be non-resident. Participants book for week-long workshops in a variety of topics related to weaving, spinning**
and dyeing. During the evening we arrange lectures. At the end of the week there is an Open Day on the Saturday, with a Traders’ Fair for participants and visitors. Saturday ends with a Gala Dinner.

Accommodation and catering required for participants:

Bed and breakfast from Sunday evening to following Sunday morning
Tea/Coffee/Biscuits mid-morning and mid-afternoon
Light sandwich lunch with water, tea, coffee
Evening dinner, 2-course with water, tea, coffee

Gala Dinner on Saturday evening

Accommodation required for Summer School activities:

Lecture Theatre
Classrooms – approximately 15, of which 3 would need access to sinks (art or science rooms suitable but not food preparation areas as these will be dyeing workshops)

As this was an initial enquiry I didn’t include considerations such as:

- Disabled access to teaching areas and suitable residential accommodation
- Extra rooms for exhibition of tutors’ work and Certificate of Achievement assessment
- Communal area for socialising in the evening, preferably the bar.

ITEM :: DECIDE THE FORMAT OF THE SUMMER SCHOOL

You can follow the format of previous years: offer 15 workshops, expect to accommodate 200 people, offer evening activities, arrange an optional outing for Wednesday afternoon, Traders’ Fair, Open Day and Gala Dinner on Saturday with after-dinner entertainment. If you propose to change any of this you should get GPC approval first.

Depending on the venue and availability of helpers, you may wish to devise a Companions’ programme since companions are expected to fend for themselves between breakfast and evening dinner.

Consult local Guilds to see if they know of any interesting evening speakers, or suitable places for the Wednesday outing, also to see if they have ideas to make the Summer School locally relevant.

ITEM :: DESIGN YOUR STATIONERY

This will need to have Association logo and any logo you choose for the Summer School, plus suitable headings and contact details. Get this approved by GPC before you finalise. Mostly it will be used for on-line communication so no need to get it printed up.

ITEM :: ADVERTISE FOR TUTORS

The advertisement goes into The Journal’s summer edition two years ahead of the Summer School. You need to contact the Journal during the winter previous to get the deadline date and any information you need. There may be other places in which to advertise but consider costs first.

ITEM :: SET A BUDGET AND WORK OUT COSTS AND FEES

Costs will include: Hire of teaching and other rooms and facilities; residential accommodation and feeding everybody; cost of tutors; promotion and administration expenses.

By now you should have the costs for the venue. Remember that they will charge for everything down to the last bottle of water so be sure that you are not asking for anything that isn’t needed, eg if you are booking the lecture theatre for evening talks only, don’t let them charge you for the whole day. On the other hand, make sure you have asked for everything you want, down to the last table and display board, or at least that you know what the costs of such extras will be.

The tutors’ fees: discuss with Association Treasurer, consider previous years’ fees. Remember tutors get their travel (currently 40p a mile or standard rail fare) and their board and lodging for seven nights.
Take into account that there will need to be some free places: one, preferably two, for convenor and helper who will have to be on duty throughout; one each for the Association Chair and President on Saturday and possibly Friday night.

Build in a margin for contingencies.

This breaks down into packages:

1. Residential (B&B, all meals, Gala Dinner, tuition) – Guild member
2. Non-residential (all meals except breakfast, Gala Dinner, tuition) – Guild member
3&4. ditto 1 & 2 for Non-Guild members – charge extra
5. Residential Companion (B&B, evening dinner, Gala Dinner)

**ITEM :: DESIGN BROCHURE AND APPLICATION FORM**

**Brochure:** Describe venue, with photos, include travel directions etc. Design how you will describe the classes and whatever else is on offer when that has been finalised. Include table of fees and application form. Remember that you will need a digital version to send by email, and to have on the Association website and hard copy version for snail-mailing.

**Form:** You can copy previous examples, but make sure that you include all the relevant information including the return address and contact details (email, phone, snail-mail). The form needs to be fillable on-line as well as hard copy. Please ensure this conforms to the GDPR legislation.

**ITEM :: ADVERTISE SUMMER SCHOOL**

*September December & March Journal*

On the Association Website and in the June issue advertise course vacancies for latecomers. Stitch & Handwoven, Spinoff, SS &D, Complex Weavers

Complimentary adverts in Vav, Weben, Tafta, organise via the Journal for WS&D

The Journal might have other ideas, local guilds might have other ideas as well.

**ITEM :: MAINTAIN CONTACT WITH VENUE**

You need to keep in contact with venue to refine your arrangements and ensure that everything is going smoothly. Also, regular contact will alert you to any staff changes that may affect your communications. Useful if you can make yourself known to the catering and building management or security staff as well.

**ITEM :: THINGS TO SORT OUT WITH VENUE**

Portering on arrival and departure: will they be able to have equipment taken to teaching rooms? At Edinburgh we took our stuff to their loading bay and the staff took it up to the rooms.

Disability access and facilities: make sure they are aware that we will have quite a lot of people of mature years who are not as fit as your average student.

Special diets: you need to discuss this with the catering manager. One solution is to provide all those with special diets, including the vegetarians, with a distinctive card or badge so that the serving staff can immediately identify the appropriate meal. They may not be able to provide gluten-free bread so those who need it will have to bring their own.

Is self-catering possible? This may be a solution for somebody with a lot of special dietary requirements

Casual refreshments: What facilities are there for making/buying drinks and snacks out of normal hours? What facilities can we provide for the Saturday visitors in the afternoon?

Extra nights B&B: People travelling from a distance may prefer to arrive Saturday and/or depart Monday – find out who they should contact to make their own booking arrangements.

The Bar: Lincoln opened the bar on request; Edinburgh declined – possibly on grounds of cost. At the York conference we had a bar but the Association had to underwrite the cost in case takings fell short of costs to the
venue. The organisers were able to get the cost of the wine at the Gala dinner included in bar takings. If at all possible, get the bar.

**Security arrangements**: Between what times will there be access to the teaching rooms? Other rooms? Will they allow the Saturday visitors into the teaching areas or will we have to arrange the class exhibitions in one room for the Saturday?

**ITEM :: CONTACT POTENTIAL TUTORS**

With luck you will have ample applications to choose from so as to offer a balanced and interesting programme of classes. You will now be able to advise them of the fee and the exact dates and tell them more about the venue.

**ITEM :: CONTACT TRADERS FOR TRADERS’ FAIR**

Base this on previous summer schools. There may be a local trader who wouldn’t normally appear because of distance but would come to a local event – consult local guilds on this.

**ITEM :: DESIGN WELCOME PACK**

This will contain all the information participants need, such as campus maps, timetable of events, local facilities and attractions, what to do in emergency, security arrangements etc. Local guild volunteer(s) could get information from the local tourist office.

*Assembling the welcome packs could be done by a local guild.*

**ITEM :: INVITE CHAIR AND PRESIDENT OF ASSOCIATION TO OPEN DAY AND GALA DINNER**

You will have informed them of dates and arrangements early on but a formal invitation would be very acceptable.

**ITEM :: CONTACT CoA CO-ORDINATOR**

The Certificate of Achievement Co-ordinator will need to tell you how many candidates will be submitting their work and what facilities will be needed. Ideally a table and display board should be provided per candidate. The room for the CoA needs to be available from first thing on Tuesday and will be out of bounds to everybody but the coordinator and the assessors and moderator during Wednesday and Thursday.

The assessors and moderator will need meals and may also need overnight accommodation for Wednesday and Thursday.

All costs associated with CoA are chargeable to the Association, not the Summer School account.

**ITEM :: DEALING WITH APPLICATIONS AND ALLOCATING PLACES**

All applications need to be logged and filed, with deposit cheques promptly banked and direct payments to bank account logged in the summer school accounts. Overseas students would like to use Paypal so it is worth press GPC to arrange that. Please ensure compliance with GDPR when collecting personal data.

**Timeline (possible)**

1 September - onwards booking forms available - applications accepted with deposit fee
1 February - course places allocated and undersubscribed courses re-advertised
15 February - places confirmed and balance requested
1 - 31 March balance due
5 April reallocation of places where balance has not been received

The deadline for booking is then 31 December.

Places are allocated by random selection so that, as each ‘number’ is drawn, the applicant will be allocated to their first choice, unless that course is already full when they will allocated to second choice.

The lottery could be drawn by stapling half a cloakroom ticket to each application as it comes in and then drawing the stubs out of a hat (fun activity for a local guild)

**ITEM :: INFORM APPLICANTS OF RESULTS**

Inform everybody of their result, and remind them when balance of fees is due.
ITEM :: RE-ADVERTISE UNDER-SUBSCRIBED COURSES

It would be best to email Guilds direct to give as much notice as possible. Do this first thing in January and set an early deadline because, if you can’t fill a course and have to cancel, the tutor needs to know in good time.

ITEM :: RECRUIT VOLUNTEER RECEPTIONISTS, HELPERS AND STEWARDS

You will need receptionists on Sunday afternoon to book people in. If you can get volunteers to act as site guides to steer people to their accommodation as well, this will be good.

You will need stewards for the Open Day to welcome visitors, explain things and generally keep an eye on things. Make sure they know what do in an emergency.

It is useful to have helpers for evening events as well.

Distinctive sashes for the volunteers are a possibility.

ITEM :: ORGANISE RAFFLE AND SILENT AUCTION

This traditionally raises a bit of extra money.

Traders and suppliers are approached for raffle prizes.

Participants are asked to bring saleable items, eg books, equipment, yarn etc for the silent auction.

ITEM :: PROMOTE THE OPEN DAY

Guilds need to be aware that they can visit on Saturday afternoon, see the work done in class, see the tutors’ work, see the CoA, and buy things at the Traders’ Fair.

Consider who else you might want to invite or inform. Consult local Guilds – they might know of a potential VIP who could be given the grand tour.

ITEM :: ORGANISE SATURDAY EVENING

The Gala Dinner will be held a bit later than normal and will be waiter service. The Association Chair and President will have been invited. It can begin with a glass of sherry or wine as people assemble before being called to the tables.

When the meal is over there will be a short speech by Chair or President. The CoA certificates will be presented. After-dinner activity or entertainment needs to be organised. Edinburgh got us doing Scottish dancing. Carmarthen is to have an after-dinner speaker. There could be music or singing.

ITEM :: FINALISE ACCOUNTS, WRITE REPORTS, TIE UP LOOSE ENDS.

The Association Treasurer will need accounts promptly.

Write a report for the GPC – be frank about what went well and what didn’t.

Write something along the lines of Notes for Future Convenors – include all the tips, wrinkles and pitfalls that you can.