



Flower Clubs of Mercia and North Wales

nafasmnw.org.uk
Charity Number 518603



GUIDELINES FOR PROGRAMME SECRETARIES

The following guidelines are based on the document issued by NAFAS in 2008.

A successful club is one where members are happy and pleased with the programme. The programme secretary's role is a very rewarding one and important in the life of the club. Depending on your club's requirements and membership, arranging a mix of demonstrators, workshops, competitions, events and outings helps to keep all members engaged.

For using the NAFAS booking system for demonstrators, speakers and judges, in the first instance refer to the [Code of Practise regarding demonstrations](#), issued by NAFAS, updated 2016.

Preparation of a Club Programme

1. At least one year ahead discuss with the club committee the budget for the year in question.
2. Check club meetings dates for that year. Some may have to be altered by seasonal reasons, e.g. Easter.
3. Consult Area and National Lists for demonstrators and speakers. Each club should have a copy of the National List. Area lists are usually available via each Area's website. If there are any particular problems obtaining a list, contact the Area Secretary – areasec@nafasmnw.org.uk. The lists should indicate which demonstrators and speakers have attended Refresher Days.
4. National Demonstrators may not be available on one year's notice, try to book at least two years ahead.
5. When choosing demonstrators or speakers take into account travelling distance during wintertime. Try to book January and February first with people living fairly close in case of inclement weather.
6. Email or phone the person to see if they are available and ask their fee.
7. Book any Christmas demonstrators at least two years in advance particularly if it is an open meeting and a National Demonstrator is wanted.

Fees and Flower Allowance

8. Fees vary and if in doubt consult your club committee before confirming the booking. Remember to include the mileage costs*.
9. By all means negotiate – if the club allowance for flowers is less than the NAFAS recommended allowance, it may be that the demonstrator can be asked for one less design.

The NAFAS Blue Form

10. **The Blue Form should only be used by affiliated Clubs to book NAFAS qualified demonstrators and speakers.** If booking a person not on a NAFAS National or Area list, then you will need to arrange bookings via post or email.
11. Complete Form A with the details agreed on the phone and send all three parts together with an SAE to the person being booked. If necessary, send a map (or directions if the venue's postcode is not found on SatNav) and layout of stage. Also send a copy of the Media Permission Form to be filled in.

12. The person will retain Part A, complete part B and return parts B and C to you. After checking all details on both forms are correct, keep Part B and return Part C to the demonstrator or speaker. NO BOOKING IS FINALISED UNTIL THIS PROCESS IS COMPLETED.
13. About three weeks prior to the meeting phone or email a reminder, directions and venue postcode and a contact mobile number. Confirm any special requirements, refreshments, etc. Demonstrators/speakers should acknowledge receipt of an email.
14. If the flower allowance has not been agreed state the amount. If, due to fluctuations in the market, an increase is requested, this should be agreed by phone.
15. Liaise with the club hostess regarding requirements for the visitor e.g. refreshments, time of arrival, etc.
16. Ensure that a club member(s) can assist by carrying items both before and after the meeting. This is especially important where access is difficult, and is always appreciated by the demonstrator.

Cancellation/Contingency

17. Sometimes mitigating circumstances may lead to a cancellation by a demonstrator or speaker; however they should endeavour to find a replacement if under six months to the demonstration.
18. Have a contingency plan to entertain members should the demonstrator or speaker be delayed or not arrive at all.
19. If the club has to cancel at short notice, the demonstrator/speaker should receive payment for expenses made to date.
20. Always discuss any alterations with the demonstrator/speaker, to come to an amicable arrangement.

It is useful to learn of other clubs' demonstrators and speakers that they have enjoyed. Keep a note of when a person has been booked so those visits are spread over a period of time.

*Travel costs can be shared when a Demonstrator is booked as part of a short tour. Ask the Area's Demonstrators' Representative for advice and information.