

# FLOWER CLUBS OF MERCIA AND NORTH WALES

Charity No: 518603

[nafasmnw.org.uk](http://nafasmnw.org.uk)

# AREA LIST

OF ACCREDITED  
JUDGES, DEMONSTRATORS, QUALIFIED TEACHERS  
AND SPEAKERS

# 2026



Anyone requesting information should apply by email to  
[areasec@nafasmnw.org.uk](mailto:areasec@nafasmnw.org.uk)

Mercia and North Wales

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**CONFIDENTIAL PUBLICATION - This document is only for circulation within  
NAFAS affiliated clubs**

### AREA JDE&S OFFICERS

**JDE&S Chairman**

07485 762509  
rmrees@hotmail.co.uk

**Rebecca Rees**

4 The Heighways  
Cound, SHREWSBURY, SY5 6AR

**Area Representative to the National Judges'  
Committee:**

01691 718585  
sioneddh@gmail.com

**Sionedd Hughes**

Gwarclawdd  
Bronygarth  
OSWESTRY, SY10 7NT

**Area Representative to the National  
Demonstrators' Committee:**

07712 125879  
sarahfenton77@gmail.com

**Sarah Fenton**

25 Wrekin View, Madeley  
TELFORD  
TF7 5HY

**Area Representative to the National Education  
Committee:**

07709 183253  
leanne.serendipity@gmail.com

**Leanne Williams**

4 Camlad Drive, Forden  
WELSHPOOL  
SY21 8NY

**Area Representative to the National Speakers'  
Committee:**

07485 762509  
rmrees@hotmail.co.uk

**Rebecca Rees**

4 The Heighways  
Cound, SHREWSBURY  
SY5 6AR

**Honorary Area Treasurer:**

07974 577572  
sheilajones53@hotmail.com

**Sheila Jones**

144 Ashbourne Road  
Cheadle  
STOKE-ON-TRENT, ST10 1RT

**Honorary Area Secretary:**

01743 884574  
areasec@nafasmnw.org.uk

**Penelope Harrison**

Oakleaf, Wollaston  
SHREWSBURY, SY5 9DN

## NATIONAL JUDGES

**\*PENELOPE HARRISON**

Oakleaf, Wollaston  
SHREWSBURY, SY5 9DN  
01743 884574  
pen.harrison@proton.me

Short notice bookings taken

**\*SIONEDD HUGHES**

Gwarclawdd, Selattyn,  
OSWESTRY, SY10 7NT  
01691 718585  
sioneddh@gmail.com

Short notice bookings taken

**\*SARAH WOOD**

Bag End, 16 The Wintles  
BISHOPS CASTLE SY9 5ES  
07812 586638  
01588 630090  
sarahsnowbunny51@gmail.com

Short notice bookings taken

## AREA JUDGES

**CAROL BAKER**

13 Hardwood Ave, Little Sutton  
ELLESMERE PORT, CH66 4SF  
07701 051886  
cdunwoody2013@gmail.com

Short notice bookings taken

**LOUISE JONES**

97 Grove Road  
WALLASEY, CH45 3HG  
07966 847757  
louise.jones.utopia@gmail.com

Short notice bookings taken

**\*JUDITH MACKLEY**

Acton Reynald Hall  
SHREWSBURY, SY4 4DX  
Preferred contact number: 01939 220555  
07960 232920  
judith.mackley46@gmail.com

Short notice bookings taken

**DONALD MORGAN**

Glasfryn, 4 Heol Islwyn  
Llanrhystud  
ABERYSTWYTH, SY23 5BW  
Preferred contact number: 01974 202233  
07725 616253  
blodaurbedol@aol.com

Short notice bookings taken

*\*Has attended a Judges Refresher Day since January 2023*

## NATIONAL DEMONSTRATORS

|   |  |
|---|--|
| <p><b>*BERYL COTTON</b><br/>         Belton House<br/>         20 The Ridgeway<br/>         HOLYWELL<br/>         CH8 7SN<br/>         07710 132721<br/>         berylcotton06@gmail.com</p>        | <p>Titles:<br/>         Happy Days<br/>         Let's Celebrate<br/>         Seasonal Splendour<br/>         Christmas Bells<br/>         Celebratory events<br/>         Will work to club's requirements</p> <p>Willing to tour<br/>         Willing to commit at short notice</p> |
| <p><b>*SARAH FENTON</b><br/>         25 Wrekin View, Madeley<br/>         TELFORD<br/>         TF7 5HY<br/>         Preferred contact number: 07712 125879<br/>         sarahfenton77@gmail.com</p> | <p>Titles:<br/>         Strictly Come Flower Arranging<br/>         Let's Go<br/>         Tis the Season (Christmas)<br/>         Other titles available</p> <p>Willing to tour<br/>         Willing to commit at short notice</p>   |

## AREA DEMONSTRATORS

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| <p><b>*DEBBIE DAVIES</b><br/>         11 Byland Close<br/>         FORMBY<br/>         L37 8BT<br/>         07967 136678<br/>         debbiendavies@hotmail.co.uk</p>   | <p>Titles:<br/>         Floral Fashions<br/>         Colours of Life<br/>         Branching Out<br/>         A Musical Interlude<br/>         Charismata (Christmas)</p> <p>Willing to tour<br/>         Willing to commit at short notice</p> |
| <p><b>*ELEANOR DAVIES</b><br/>         Hillcott, Croeswylan Lane<br/>         OSWESTRY<br/>         SY10 9PT<br/>         Preferred contact number: 01691 657763<br/>         07718 160848<br/>         eleanor.davles@btinternet.com</p> | <p>Titles:<br/>         This is My Life<br/>         African Adventures<br/>         Peter &amp; Me<br/>         Not Just a Bunch of Flowers</p> <p>Willing to commit at short notice</p>  |
| <p><b>*TRACY DAVIES</b><br/>         Haulfryn, Afoneitha Road<br/>         Penycae<br/>         WREXHAM<br/>         LL14 2DH<br/>         07426 063300<br/>         Tracydavies10@icloud.com</p>   | <p>Titles:<br/>         A Walk in the Woods<br/>         A Year of Celebration</p> <p>Willing to tour<br/>         Willing to commit at short notice</p>   |

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|---|--|
| <p><b>*JULIE EVANS</b><br/> Bodawel, Trefonen<br/> OSWESTRY SY10 9DQ<br/> Preferred contact number: 07845 213713<br/> 01691 902579<br/> evansjulie21@hotmail.com</p>            | <p>Titles:<br/> Spring into Colour<br/> The Spirit of Autumn<br/> My Favourite Things<br/> Odds and Ends</p> <p>Unavailable for Monday and Tuesday bookings</p>  |
| <p><b>*PENELOPE HARRISON</b><br/> Oakleaf, Wollaston<br/> SHREWSBURY<br/> SY5 9DN<br/> Preferred contact number: 01743 884574<br/> 07414 852092<br/> pen.harrison@proton.me</p> | <p>Titles:<br/> Contrasts<br/> Floral Fantasy</p> <p>Willing to commit at short notice<br/> Willing to tour</p>  |
| <p><b>*BRENDA HOWELL</b><br/> Parcllyn Farm<br/> Betws Ifan<br/> Beulah, Ceredigion<br/> SA38 9QN<br/> 07772 105273<br/> breerrick@gmail.com</p>                                | <p>Titles:<br/> Goodbye Winter, Hello Spring<br/> Down the Lane, Up the Garden Path<br/> Welsh Heritage<br/> More than Flowers<br/> Let There Be Light – Christmas</p> <p>Willing to tour<br/> Willing to commit at short notice</p> |
| <p><b>*SIONEDD HUGHES</b><br/> Gwarclawdd, Selattyn,<br/> OSWESTRY<br/> SY10 7NT<br/> 01691 718585<br/> sioneddh@gmail.com</p>  | <p>Titles:<br/> What a Wonderful World<br/> Superstitions<br/> There's One Born Every Minute<br/> Back to the Future<br/> Quintessentially Christmas</p> <p>Willing to commit at short notice<br/> Willing to tour</p>               |
| <p><b>*JACKIE JONES</b><br/> Maes Eglwys, Pantyfridd<br/> Berriew<br/> WELSHPOOL<br/> SY21 8BH<br/> 07914 377722<br/> gojones672002@yahoo.co.uk</p>                             | <p>Titles:<br/> Wonders of the World<br/> It's a Dog's Life<br/> Village Curios<br/> Victoriana<br/> Artists Impressions</p> <p>Willing to commit at short notice<br/> Willing to tour</p>   |
| <p><b>*LOUISE JONES</b><br/> 97 Grove Road<br/> WALLASEY<br/> CH45 3HG<br/> 07966 847757<br/> louise.jones.utopia@gmail.com</p>   | <p>Titles:<br/> Elements<br/> Back to the Future<br/> Christmas Prescence</p> <p>Willing to commit at short notice<br/> Willing to tour</p>  |

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| <p><b>DONALD MORGAN</b><br/> Glasfryn, 4 Heol Islwyn<br/> Llanrhystud,<br/> ABERYSTWYTH<br/> SY23 5BW<br/> Preferred contact number: 01974 202233<br/> 07725 616253<br/> blodaurbedol@aol.com</p>        | <p>Titles on request</p> <p>Willing to commit at short notice<br/> Willing to tour</p>   |
| <p><b>*BECCA MORRIS</b><br/> Maes, Maengwynedd<br/> Llanrhaeadr-ym-Mochnant<br/> OSWESTRY<br/> SY10 0DE<br/> Preferred contact number: 07539 170275<br/> 01691 780532<br/> becca_fleur@hotmail.co.uk</p> | <p>Titles:<br/> Around the World<br/> Inspired by Nature<br/> A Night at the Theatre<br/> Season's Greetings</p> <p>Willing to tour<br/> Short notice bookings taken</p>   |
| <p><b>*JACQUI OWEN</b><br/> 24 Brine Road<br/> NANTWICH<br/> CW5 7BA<br/> 07540 441112<br/> hello@jacquio.co.uk</p>  | <p>Titles:<br/> Little by Little the Bird Builds it's Nest<br/> A River Runs Through It 2<br/> Every Little Helps<br/> Floral Memories Unearthed<br/> Other titles/Christmas titles on request</p> <p>Willing to tour<br/> Short notice bookings taken</p>                   |
| <p><b>CYNTHIA PRESTON JONES</b><br/> Glaslyn, Weston Road<br/> BUCKNELL<br/> SY7 0BA<br/> 07814 816522<br/> fbcyn@yahoo.co.uk</p>  | <p>Titles:<br/> Dedicated Follower of Fashion<br/> Floral Odyssey<br/> Heroes and Villains<br/> Every Picture Tells a Story<br/> Have Yourself a Merry Little Christmas<br/> All demonstrations have music</p> <p>Willing to tour<br/> Willing to commit at short notice</p> |
| <p><b>JANE PUGH</b><br/> Jarwood View<br/> LYDBURY NORTH<br/> SY7 8AU<br/> Preferred contact number: 07804 515474<br/> 01588 638222<br/> janespetals@gmail.com</p>                                       | <p>Titles:<br/> Dance the Night Away<br/> Music, My First Love<br/> A Walk on the Wild Side<br/> Chocolate Fantasy<br/> It's Not Just Black or White<br/> Christmas Cheer<br/> It's written in the Stars</p> <p>Willing to commit at short notice<br/> Willing to tour</p>   |

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| <p><b>LYNNE ROWLANDS</b><br/> Ceirios<br/> Lon Uchaf, Morfa Nefyn<br/> PWLLHELI<br/> LL53 6AL<br/> 07531 988671<br/> lynne@daffodilfoods.co.uk</p>                                      | <p>Titles:<br/> Flowery Adventures 1<br/> Flowery Adventures 2<br/> Pet Pandemonium</p> <p>Willing to commit at short notice<br/> Willing to tour</p>                               |
| <p><b>SARAH TOMLINSON</b><br/> Lodge Farm, Commonwood<br/> WREXHAM<br/> LL13 9TE<br/> 07824 614001<br/> sarahflowas@gmail.com</p>   | <p>Titles:<br/> Patisserie of Flowers<br/> Sustainable Beauty – Dried</p> <p>Willing to tour</p>  |
| <p><b>*JANE TULLY</b><br/> 35 Folly Cottages<br/> Marton, Welshpool<br/> SY21 8JN<br/> Preferred contact number: 07989 456235<br/> 01938 561464<br/> jane.tully58@gmail.com</p>         | <p>Inspired by Ceramics<br/> World Celebrations</p> <p>Willing to tour</p>  |
| <p><b>*LIENEKE VAN DER VEEN</b><br/> Cae Rhydau, Caeathro<br/> CAERNARFON<br/> LL55 2TN<br/> 07510 511631<br/> melienna@icloud.com</p>  | <p>Floral Fantasies with Seasonal Flowers<br/> Foam Free Delights</p> <p>Willing to tour<br/> Willing to commit at short notice</p>   |
| <p><b>*LEANNE WILLIAMS</b><br/> 4 Camlad Drive, Forden<br/> WELSHPOOL<br/> SY21 8NY<br/> Preferred contact number: 07709 183253<br/> 01938 580072<br/> leanne.serendipity@gmail.com</p> | <p>Titles:<br/> Viva la Vida<br/> Serendipity<br/> Seasonal Sensations<br/> Other titles and Christmas on request</p> <p>Willing to commit at short notice<br/> Willing to tour</p> |

## TRAINEE DEMONSTRATORS

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| <p><b>AMANDA GOODE</b><br/> The Gardener's Lodge<br/> 2 Roseway, Wellington<br/> TELFORD TF1 1JA<br/> 07519 662594<br/> hellogardenerslodge@gmail.com</p> | <p>Titles:</p> <p>Willing to tour<br/> Willing to commit at short notice</p> |
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*\* Has attended a Demonstrators Refresher Day since January 2024*

## NATIONAL SPEAKERS

|  |                   |
|--|-------------------|
| <b>BERYL COTTON</b><br>Belton House<br>20 The Ridgeway<br>HOLYWELL<br>CH8 7SN<br>07710 132721<br>berylcotton06@gmail.com | Titles on request |
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## AREA SPEAKERS

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| <b>JANE PUGH</b><br>Jarwood View<br>LYDBURY NORTH<br>SY7 8AU<br>Preferred contact number: 07804 515474<br>01588 638222<br>janespetals@gmail.com | Titles:<br>The Wonderful World of Wade |
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## TRAINEE SPEAKERS

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|--|---|
| <b>AMANDA GOODE</b><br>The Gardener's Lodge<br>2 Roseway, Wellington<br>TELFORD TF1 1JA<br>07519 662594<br>hellogardenerslodge@gmail.com                         | Titles:<br>Reinventing Yourself by Going Green: A year in the life of a designer's garden and allotment<br><br>Willing to tour<br>Willing to commit at short notice |
| <b>DEBBIE HARRIS</b><br>1 Appledore, Bicton Heath<br>Shrewsbury<br>SY3 5PR<br>Preferred contact number: 07580 522997<br>01743 271911<br>debbieflower14@gmail.com | Titles:<br>The History of the Ladybird Book – Powerpoint  |

## NATIONAL TEACHERS

|   |   |
|---|---|
| <p><b>JACKIE CHARNOCK NDSF</b><br/>         6 Lanesfield<br/>         Radbrook<br/>         Shrewsbury<br/>         SY3 6DA<br/>         07930 474137</p> | <p>C&amp;G 1&amp;2 Flower Arranging<br/>         C&amp;G 1&amp;2 Floristry<br/>         National Diploma<br/>         Society of Floristry<br/>         RHS General Certificate<br/>         C&amp;G 7306 &amp; 7307<br/>         Adult Teaching Certificate</p> <p>Workshops for NAFAS Area, National and Contemporary groups<br/>         Courses and workshops in traditional and contemporary techniques</p> <p>Willing to tour</p> |
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## AREA TEACHERS

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| <p><b>DEBBIE DAVIES</b><br/>         11 Byland Close<br/>         FORMBY<br/>         L37 8BT<br/>         07967 136678<br/>         debbiendavies@hotmail.co.uk</p>                                     | <p>Certificate Award in Education and Training<br/>         Workshops:<br/>         Beginners Flower Arranging<br/>         Himmeli<br/>         Sustainability in Floral Design<br/>         Woodland animal wreaths<br/>         Contemporary Structures</p>            |
| <p><b>BRENDA HOWELL</b><br/>         Parclyn Farm<br/>         Betws Ifan<br/>         Beulah, Ceredigion<br/>         SA38 9QN<br/>         07772 105273 (by text)<br/>         brenerick@gmail.com</p> | <p>B Ed Hons<br/>         Adv diploma Art &amp; Design<br/>         Experienced Professional Teacher<br/>         NAFAS Teachers Certificate 2022<br/>         Max 20 in class<br/>         Subjects include:<br/>         Foam Free Techniques and Structures</p>        |
| <p><b>LOUISE JONES</b><br/>         97 Grove Road<br/>         WALLASEY<br/>         CH45 3HG<br/>         07966 847757<br/>         louise.jones.utopia@gmail.com</p>                                   | <p>C&amp;G 7307 Adult Teaching Certificate<br/>         Beginners' workshops<br/>         Himeli workshops<br/>         Christmas workshops including wreaths, table decorations and woodland creatures<br/>         Foam free designs<br/>         Imposed workshops</p> |
| <p><b>JACQUI OWEN</b><br/>         24 Brine Road<br/>         NANTWICH<br/>         CW5 7BA<br/>         07540 441112<br/>         hello@jacquo.co.uk</p>  | <p>C&amp;G PTLLS Level 4</p>  |

## GENERAL NOTES

All Judges, Demonstrators, Teachers and Speakers are reminded that, if they are unable to fulfil an engagement, it is their responsibility to make every effort to find a substitute and submit their name to the Club concerned. They may, however, withdraw from the commitment without obligation, if unavoidable, six months prior to the meeting.

### *JUDGING*

When organising a competitive show Clubs are advised to submit a draft copy of the schedule before printing, to the appointed Judge for comment and guidance.

### *OPEN MEETING*

The definition of an open meeting is when the meeting is advertised as an Open Meeting and tickets are sold to others than Club Members or where there is a group Meeting of Clubs and the audience is larger than 150.

### *COMPLAINTS*

The Club, not an individual, should write to the Judge, Demonstrator, Teacher or Speaker within 3 weeks stating the reason for dissatisfaction. It could well be that the Demonstrator etc. is unaware that they have not given satisfaction. Remember that the Demonstrator etc. has a point of view too *and* may feel that criticism of a Club is necessary. If either party feels the necessity to write to the JDE&S Committee they should send copies of all correspondence and the relevant Blue Form to the JDE&S Chairman. This procedure applies only to persons appearing in the **Area List**.

If a complaint relating to anyone on the **National List** is considered necessary the Club should contact the relevant Area Representative who will advise as to the procedure. This should be done as soon as possible, ideally within six weeks of the event.

NAFAS Blue Forms, available at Council Meetings and from the Area Secretary, should always be used for booking Judges, Demonstrators, Teachers and Speakers.

### *AREA TESTS*

Any candidate who wishes to take a test in another Area should apply in good time through **Mercia & North Wales** JDE&S Committee so that the necessary arrangements can be made.

## TRAVEL ALLOWANCE

NAFAS Recommended Mileage Rates as from April 2022:

Judges, Demonstrators, Speakers & Teachers may claim mileage at the NAFAS recommended rate of 45p per mile, but mileage charged/paid is for negotiation between Judge/Demonstrator/Speaker/Teacher and the club concerned.

Adjudicators and Instructors may claim mileage at 4.5 miles to the litre of fuel – pump prices.

## NON-AFFILIATED CLUBS

Non-Affiliated Clubs can expect to pay significantly more for Judges, Demonstrators and Speakers, as they have not made any contributions towards training and further development of Judges, Demonstrators and Speakers.

# CODE OF PRACTICE for CLUBS, DEMONSTRATORS, SPEAKERS and TEACHERS

The following is based on the NAFAS Code of Conduct document issued 2016.

## BLUE FORM

1. All parts of the Blue Form either in paper or electronic format must be returned promptly showing Day and Date in writing
2. This Agreement does not constitute a binding contract until Form C has been signed and returned to the Demonstrator/Speaker/Teacher. It is important that all relevant information be stated and adhered to by both Club and Demonstrator/Speaker/Teacher
3. It is important that **two Club Officers'** addresses with telephone, preferably mobile, numbers are supplied on the Blue Form
4. **Allowance for Flowers/Materials** - An indication should be given when the initial booking is made. A proportion of the allowance can be set against garden plant material. The agreed allowance should not be exceeded without prior agreement, full reimbursement should not be automatically expected
5. If a Demonstrator/Speaker/Teacher is VAT Registered, then VAT is payable on the total account
6. The Indemnity Clause, addendum to Part B, must accompany Blue Forms
7. If the Demonstrator/Speaker/Teacher has agreed to judge the monthly competition, the title should be given in advance and adequate time allowed for judging
8. **Special Requirements** - To prevent misunderstandings, if anything abnormal is requested, a covering letter should always be sent
9. **Accommodation** - Private house or good class hotel, preferably with off street parking, should be agreed in advance with the Demonstrator/Speaker/Teacher
10. Advance settlement by Club of hotel accounts avoids embarrassment
11. Ensure adequate refreshments are always offered to the Demonstrator/Speaker/Teacher

## HOSTING DUTIES

1. Ascertain time of arrival and **reserve parking space**
2. Ensure change available to pay any parking fees
3. Assist with unloading and re-loading. **Adequate strong helpers required**
4. Offer refreshment and identify locations of cloakroom/dressing room
5. Unless help is requested, leave Demonstrator/Speaker/Teacher to prepare in peace
6. Any electrical equipment should be in situ and tested prior to the arrival of the Demonstrator/Speaker/Teacher. Identify location of any electrical sockets and light switches

### *CHAIRMAN*

1. Ensure that all committee members have a copy of this leaflet and are fully aware of these requirements
2. Ensure help is on hand if requested by Demonstrator/Speaker/Teacher
3. Give notices about NAFAS, Area and Club
4. Research information to introduce the Demonstrator/Speaker/Teacher
5. Organise the Vote of Thanks
6. If necessary supply suitable wrapping for raffle prizes
7. At end of meeting organise helpers – some Demonstrators/Speakers/Teachers prefer to dismantle their own arrangements, but all are very grateful for plenty of helpers to re-load the vehicle
8. At night, if the vehicle is parked away from the venue, someone should always accompany the Demonstrator/Speaker/Teacher and wait to check that the vehicle starts
9. Chairman to be on hand to say farewell and thank you to the Demonstrator/Speaker/Teacher

### **GOOD COMMUNICATION BETWEEN CLUB AND DEMONSTRATOR/SPEAKER/TEACHER HELPS HARMONY AND CREATES EXCELLENCE FOR MEMBERS**

#### *THREE WEEKS BEFORE*

Reminder phone call and letter/email to include:

1. Name, address and telephone number of Programme Secretary (change may have occurred since initial booking)
2. Send a map and confirmation of venue location and (**postcode**) and identify any major road works or changes since booking. Tolls and parking fees to be paid by the Club
3. **Confirm** day, date, time, venue and title and agreed time for gaining entry into hall. Full address and telephone number/mobile number of the venue, together with instructions for parking
4. Stage size and layout
5. Demonstrator/Speaker/Teacher must be advised if audience numbers vary from the original estimation
6. Name, address and directions to overnight accommodation
7. The agreed allowance for flowers and materials. Provision and supply of foliage, if requested
8. ALL PARTIES MUST HAVE their mobile phones switched on
9. If a monthly competition is to be judged, titles and expected number of entries

**Demonstrator/Speaker/Teacher should acknowledge receipt of this letter/email promptly, confirming that all details are correct and understood**

**Driving conditions** are becoming increasingly hazardous and having a travelling companion is a sensible precaution. Due consideration should be given to this by all Demonstrators/Speakers/Teachers. Please refer to the Extreme Weather Conditions Guidelines on the NAFAS website.

**The Club** should extend the courtesy of light refreshments for both Demonstrator/Speaker/Teacher and companion

**The Demonstrator/Speaker/Teacher** should advise the Club beforehand of the possibility of an accompanying companion. The Demonstrator/Speaker/Teacher is responsible for any meals and overnight accommodation for the companion

### **CANCELLATIONS**

#### **CLUBS and DEMONSTRATORS/SPEAKERS/TEACHERS**

The Blue Form constitutes a binding contract and both parties may, if unavoidable, withdraw from the commitment without obligation up to six months prior to the meeting

Within six months of the meeting, the Demonstrator/Speaker/Teacher is expected to find substitute(s) of equal standing

Clubs may decline the substitute(s) but are then responsible themselves for finding a replacement

If a Club cancels a meeting within six months, any fees and expenses incurred are the responsibility of the Club, subject to negotiation

#### **CLUBS – MAKE THE MOST OF YOUR VENUE**

Is the stage in place and clear? Are there any obstructions on stage that the Demonstrator/Speaker/Teacher should note?

Is the layout of stage as required? Are the correct number of tables available?

Is a microphone to be used? Is it radio, clip, headset or stand type? If necessary do you have a spare battery?

Is the lighting adequate? What type? spot or floodlights? May candles and special effects be used and inform Demonstrator/Speaker/Teacher of any changes

If the background is 'busy' – are plain portable fabric screens available?

Water may be required – are tap and buckets available? You may need permission to use water on stage

Hall should be booked with sufficient time for the Demonstrator/Speaker/Teacher to prepare, perform and repack. Preparation time is, on average, for Club meetings approximately 1-2 hours, however, for Open Meetings allow anything between 2 and 5 hours

#### **NAFAS policy regarding postings on Social Media:**

***'NAFAS recommends that permission must be sought from the designer and the event organiser prior to any images being posted on social media.'***