



Flower Clubs of Mercia and North Wales

nafasmnw.org.uk
Charity Number 518603



NAFAS CODE OF PRACTICE FOR CLUBS, DEMONSTRATORS AND SPEAKERS, 2003

BLUE FORM

2023 Update – note that the Blue Form is only to be used between NAFAS affiliated Clubs and Demonstrators/Speakers.

1. All parts of the Blue Form 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. It is important that all relevant information be stated and adhered to by both Club and Demonstrator/Speaker.
3. It is important that **two Club Officers** addresses with telephone 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. If the agreed allowance is exceeded by the Demonstrator/Speaker without further negotiation, full reimbursement should not automatically be expected.
5. If a Demonstrator/Speaker is VAT registered, then VAT is payable on the total account. The Demonstrator/Speaker **must** state that they are registered on the blue form.
6. If the Demonstrator/Speaker has agreed to judge the monthly competition, the title should be given in advance, and adequate time allowed for judging.
7. **Special Requirements** – to prevent misunderstandings, if anything abnormal is requested, a covering letter/email should always be sent.
8. **Accommodation** – private house or good class hotel, preferably with off street parking, should be agreed in advance with the Demonstrator/Speaker.
9. Advance settlement by Club of Hotel accounts avoids embarrassment.
10. Ensure refreshments are available as requested.

3 WEEKS BEFORE – Reminder Phone Call and Letter/email

To include:

- Name, address and telephone number of Programme Secretary (change may have occurred since initial booking)
- Send a map with full directions, easily read showing major road numbers/motorway exits/landmarks/road names and one way systems – also where possible, information affecting travelling time. Tolls and parking fees to be paid by the Club. (2023 Update– this may not be necessary in these days of SatNav, but any anomalies should be mentioned.)
- **Confirm** day, date, time, venue and title and agreed time for gaining entry into the hall. Full address and telephone number of venue together with instructions for parking.
- Stage size and layout



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- Demonstrator/Speaker must be advised if audience numbers vary from the original estimation.
- Name, address and directions to overnight accommodation.
- The agreed allowance for flowers and materials. Provision and supply of foliage, if requested.
- Ask for the Demonstrator/Speaker's mobile phone number for use in cases of emergency.
- If a monthly competition is to be judged, titles and expected number of entries.

Demonstrator/Speaker should acknowledge receipt of this letter 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 and Speakers.

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

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

CANCELLATIONS

CLUBS AND DEMONSTRATORS/SPEAKERS

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 is expected to find substitute(s) of equal standing.

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

If a Club cancels a meeting at short notice, any expense incurred by the Demonstrator/Speaker is the responsibility of the Club.

CLUBS – MAKE THE MOST OF YOUR VENUE

CHECKLIST

- Is the stage in place and clear? Are there any obstructions on stage that the Demonstrator or Speaker 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 or stand type? If necessary do you have a spare battery?
- Is the lighting adequate? What type? Spot or Floodlights?
- 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.



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

HOSTING DUTIES

Ascertain time of arrival and parking space

Assist with unloading and re-loading – **adequate strong helpers required**

Offer refreshment and show location of cloakroom/dressing room

Unless help is requested, leave Demonstrator/Speaker to prepare in peace

Any staging and electrical equipment should be in situ prior to the arrival of the Demonstrator/Speaker

CHAIRMAN

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

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