

Invitations and Protocol

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 **Invitations and Protocol**

 **Risk Assessment**



Events vary from Annual Meetings/Reviews, to residential holidays, coach outings, fund-raising and small Guild activities. All will benefit from good advance planning and the following will help to make any event a success.

Invitations and Protocol

- if you wish to invite a special guest there is a protocol to follow

 See p 93 for more information

Premises

- if you are planning a large event, booking a venue needs to be done at least two years in advance
- all venues need to be booked in plenty of time to allow for publicity, sale of tickets, booking speakers, advertisements, catering arrangements, first aid cover if appropriate, preparation and printing of programmes
- ensure the facilities are suitable for members with disabilities
- check basic First Aid equipment is available

Planning

- it will help to appoint a group to do the planning with each person having a particular area of responsibility
- agree the cost of the venue. However far ahead you book make sure this is guaranteed for the amount of time needed (including setting up and clearing away afterwards)
- read all the conditions and small print before signing anything
- for a large event you may need to sign a contract and pay a deposit
- print programmes or tickets in plenty of time and include a map if a large event with people coming to an area they may not know
- you may have to show proof of Insurance. All events are covered by Girlguiding UK's Insurers - AON Limited, The Guide Association Insurance Service, Redhill RH1 1AW, tel: 01737 783690 - who MUST be informed if the event is for more than 300 people. There is a letter entitled 'To Whom it May Concern' available from AON Limited
- decide what arrangements need to be made for First Aid
- there must be a qualified First Aider on duty at large events. If there is no guiding First Aider available, ask St John Ambulance, British Red Cross or St Andrew's Ambulance Association, and be prepared to make a donation to their fund
- carry out a Risk Assessment check

 See p 94 for more Information

Budget

- prepare a budget
- make sure your Treasurer is aware of, and agrees to, all expenditure
- expenses may include: cost of venue, printing of tickets and programmes, invited guests, speaker's fees and expenses, entertainers fees and expenses, cost of refreshments etc.
- all costs should be known before the price to participants is fixed

On the Day

- if using a hall check the position of fire exits and ensure fire doors are easily opened. The doors must have free access at all times
- at the start of the meeting announce what to do in case of fire.
THIS IS A LEGAL REQUIREMENT AND MUST NOT BE OVERLOOKED
- make sure any PA system is working properly and people know how to use it
- there must be an emergency telephone number available

Refreshments

- check with the venue whether you have to use their facilities and caterers, or can you provide your own
- decide what is to be provided and make sure adequate facilities are available, including crockery, cutlery, cooking equipment, facilities for washing up
- try to have enough help to make sure no-one gets over tired, but too many people can be unhelpful

After the Event

- make sure everyone is thanked in writing and all expenses are paid
- keep a record of the organiser's notes - for next time!

Outings

- coach hire: Does the quotation include VAT?
- price: if you are offering an inclusive price don't forget to include a tip for the driver and work out cost per person at well below the capacity of the coach, eg a 53 seat coach, work out for 40 participants - everyone will be very pleased with a refund if you can fill the coach
- if visiting an attraction bear in mind that there may be reductions for groups, Senior Citizens etc and free admission to National Trust and English Heritage properties for members of these organisations
- members should carry a health card with next of kin, medication etc
- have a simple first aid kit
- have a contact telephone number
- again, keep a record of the organiser's notes - for next time

Residential Holidays

- a deposit will probably be required
- health forms should be completed by every member attending
- you may need to organise travel insurance
- ensure you have contact details of next of kin for every member
- ensure an emergency telephone number is available in case a participant needs to be contacted

Invitations and Protocol

The Royal Family

An invitation to a member of the Royal Family to attend a Trefoil Guild event must be made well in advance, in writing, to the Country/Region Chairman who sends it to the Administrator at the Trefoil Guild Office. The Administrator must then liaise with The Chief Guide's secretary at CHQ before sending the invitation, through the Chairman of The Trefoil Guild, to the invited member of the Royal Family.

The Chief Guide

An invitation to The Chief Guide to attend a Trefoil Guild event must be made well in advance in writing to her secretary at CHQ. The Administrator at The Trefoil Guild Office should be informed of the invitation at the same time.

The President or Chairman of The Trefoil Guild

An invitation to the President or Chairman to attend a Trefoil Guild event must be made well in advance in writing through the Country/Region Chairman. It is then sent via the Administrator at the Trefoil Guild Office to the President or Chairman of The Trefoil Guild.

Expenses

When a Country/Region or County issues such an invitation, they are normally responsible for the Chairman/President's expenses.

Risk Assessment

All activities, even those in the meeting place, carry an element of risk. Members should use their common sense to ensure that the programme is carried out safely.

When planning any activity or event consideration must be given to the risks involved and how to manage them.

The aim of making a risk assessment is to identify hazards associated with an event or activity, to assess the seriousness of any such hazards, and take sensible precautions to avoid them.

The following checklist may be helpful:

- work out what could cause harm
- identify who might be harmed and how
- having identified the risks, decide what to do about them to reduce them to an acceptable level
- record the results of your assessment - this can be kept to simple statements (eg doors swing both inwards and outwards)
- after the event or activity evaluate the assessment