

## **Friends of the New Forest Events**

These two roles could be filled by one person or because one leads on from the other they could be shared between two people.

### **Events planner role**

The events planner works with the members of our Council to generate ideas and contacts for events and in co-operation with the Trustee Board outlines a programme. Ideally this will be a rolling programme looking 12 months ahead. Then s/he contacts the potential event leaders to find mutually convenient dates, event descriptions, maximum numbers of attendees and joining instructions. The Events planner provides the information to the person responsible for the website to put the events on the website and set up the online booking systems for each event, and asks the e-newsletter person (may be the same person) to publicise the events. The events details should also be sent to the 'Forest Matters' magazine editor to include them in the appropriate issue – this will require long-term planning to meet copy dates as it only goes out twice a year.

Time required – one hour per week (maximum)

### **Events administration role**

Booking for Friends events is done online, and the system sends an email to the admin person. Depending on the online system in use, it can also send back joining instructions to the person booking, and creates a list for the administrator. Then the need is for the administrator to monitor the number of bookings and if necessary acknowledge bookings as they are made. S/he will also need to manage (alert the person managing) the online booking system when the event is full so that people attempting to book can be told they will go on the waiting list instead. Then the administrator sends out a reminder to all those attending two weeks before the event (one or two cancellations often follow!). If there is a waiting list, the administrator then contacts the people on the waiting list to see whether they would like to come.

The administrator emails the final list of people attending the event to the event organiser, e.g. the walk leader.

Time required – one hour per week (maximum)

Both the Events Planner and Events Administrator do, of course, get the first opportunity to book a place on each event!