

## **GUIDELINES ETIQUETTE FOR PROGRAMME SECRETARIES**

**Refer also to the NAFAS Code of Practice for Judges, Demonstrators, Speakers and Teachers available on the Kent Floral Art website under JDSE Useful information**

### **Blue Form/Booking**

When completing the blue form, ensure 2 names of club officers are entered with full contact details. Should the Programme Secretary change prior to the booking, please ensure that the new Programme Secretary updates the Judge / Demonstrator / Speaker / Teacher (JDST).

It is important that all relevant information is stated and adhered to by both parties (Clubs and JDST's).

The flower allowance should be discussed and agreed at the time of the booking. The blue form should be returned promptly showing the **day and date** clearly in writing. Any subsequent adjustments need to be agreed by both parties in writing.

If the person being booked is VAT registered, the amount payable should be agreed prior to the booking.

The Agreement does NOT constitute a binding contract until Form C has been completed, signed and returned to the JDST.

The Form should include the flower allowance, fee, time of arrival, meals, any special requests, e.g. foliage, staging, and **must be written** when form is completed and signed. Accommodation if required and agreed at the time of the booking should also be on the blue form. (Usually this will only be requested if the distance is over 100 miles.)

**Six Month Clause** – A JDST are obliged to fulfil engagements as per the blue form, but may, if unavoidable, withdraw from the commitment without obligation 6 months prior to the event. If it is within 6 months of the event, then it is usual for them to find a suitable replacement.

A club may also cancel six months prior to the date without obligation, or in special circumstances e.g. extreme weather conditions. Where possible clubs should look to rebook the person at an alternative agreed date. Clubs cancelling at short notice will be liable to pay costs incurred by the JDST.

### **Reminder - Three weeks before**

The club should remind the JDST via a call, email, or letter. The club should confirm the venue including post code and advise of any major road works or changes since the booking was made. A map, directions and local landmarks are always useful. All tolls, ULEZ charges and parking fees are payable by the Club and should be noted on

the form. The club should reconfirm the day and date of the event, the entry time into the venue, any instructions for parking, the size of the stage, staging, colour of drapes and general layout of stage. Any increase in numbers estimated to attend should be advised.

Details of overnight accommodation should be confirmed if applicable.

The club should also reconfirm the agreed flower allowance, provision of foliage and any other special requests.

If judging a monthly competition has been agreed, the club should ensure that all useful information is passed on to the JDST e.g. classes, titles, awards system etc.

The JDST should acknowledge receipt of the reminder.

### **Extreme Conditions Including Covid**

Due consideration should be given to the fact that the weather conditions maybe different at the venue and the JDST's home. Refer to Extreme Conditions Recommended Guidelines.

### **Remember to say thank you!**

A thank you goes a long way, especially if a card or letter is sent by the club.

### **Hosting Duties**

**Ensure – ALL PARTIES** have their mobile phones switched on.

- The expected time of arrival should be on the blue form. A larger or Open demonstration would normally require longer preparation.
- Ensure that the hall is accessible with sufficient time for preparation and packing / reloading.
- Reserve a parking space as close to the performance area.
- Give the JDST a warm and friendly welcome!
- The club should arrange adequate strong helpers to assist with unloading and reloading **even if the demonstrator or speaker has a helper.**
- Offer refreshments, meals, water to both the JDST and their companion.
- Check the microphone is working, (bring spare batteries,) and that lighting is adequate.
- Let the JDST know how long the Chairman will be giving notices for. If there is a lot to share consider doing a newsletter, sending an email to members, or doing after the presenter has been on stage.
- Check with the presenter their policy for postings on social media and that permission has been sought from the designer and the event organizer prior to any images being posted on social media.
- Do not leave the car park until they are back on the road.

- Part C of the Blue form should be handed back to the JDST with any information necessary transferred on to Part B for the Treasurer.