**Notes for Organising a Festival**

**from the**

**Festival of Making 2021**

**Logistics**

* Obtain council approval to use park/halls well in advance,
* garbage bins will be provided and collected by NBC – must give notice, times and expected numbers,
* provide drinking water and water cups,
* toilets and cleaning arrangements,
* marqquees,
* posters – tear drops, etc.

**Exhibitors**

* Invite exhibitors and collect fees and description/photos at least 2 months in advance
* Follow up with reminders
* Collect stories, photos and videos for social media to promote festival
* Letter describing requirements for exhibitors (size, information required, drop off times, food and drink donations, sales, collection of unsold items, etc) to be sent out two weeks before the festival

**Curating the exhibition**

* To commence at least 2-3 days before Opening
* At least 2 people to be in charge, with other helpers required

**Opening**

* Invite special guests,
* Invite community
* Welcome to Country speaker if local Indigenous person, otherwise Acknowledgement of Country,
* Arrange drinks and food – get a list of who is bringing what so that we are adequately prepared and catered,
* Sales arrangements – cash and card
* list of works with prices needs to be prepared in advance by someone other than curators,
* ditto for catalogue of biographies - to be available at front desk and individual biography attached to each piece of work.

**Stalls**

* Collate number,
* Decide on location and check people are happy,
* Arrange for tables and other equipment,
* Cost of stalls?
* Café hours, food and staff

**Workshops**

* Number, time and location,
* Advertise with posters, social media, etc.
* Decide on cost or subsidy from grant,
* equipment/materials required,
* registration via Eventbrite (including collection of money) and issuance of a ticket (to be collected at the door by an official - not workshop organiser).
* Provide organizer/s with a list of participants
* Workshops provided for free attracted a small cost ($5) but many simply joined in on the day (eg salsa dancing). Waive fee in future?

**Raffle**

* Designated person needs to be responsible
* Set up table for sale of raffle tickets throughout festival

**Buskers**

* Callout for buskers,
* Schedule arranged,
* sound equipment (generously provided by John Marshall),
* marquee set up
* Use buskers’ tent for MC to make announcements re exhibition in hall, workshops, food available, stalls’ items for sale

**Grants Available**

There will be another round of Arts Grants advertised by NBC at end of June.

We need to plan for a 3 year grant program.

Small group to start planning in June 2021.

Robyn Iredale,

SIRA Recreation Club

24 May 2021