2023 Event Process

Event Organiser [EO] volunteers to run an Event

EO contacts Events Coordinator [EC] to confirm date

EC agrees date

EO provides EC with event details

EC determines if event requires Committee approval

Approval not required

Approval required

EC approves event

EC presents event to Committee[1]

Approved

Not approved

EC advises EO of approval

EC advises EO, who may make a modified proposal

EC[2] prepares event flyer, from info supplied by EO

EC passes flyer to Editor [E][3] & Webmaster [WM] & advises who receives registrations

E includes event in subsequent magazine

WM makes links live in flyer & creates JotForm [JF] for registrations

WM returns flyer to EC

WM uploads flyer/JF to website

EC sends flyer to members etc
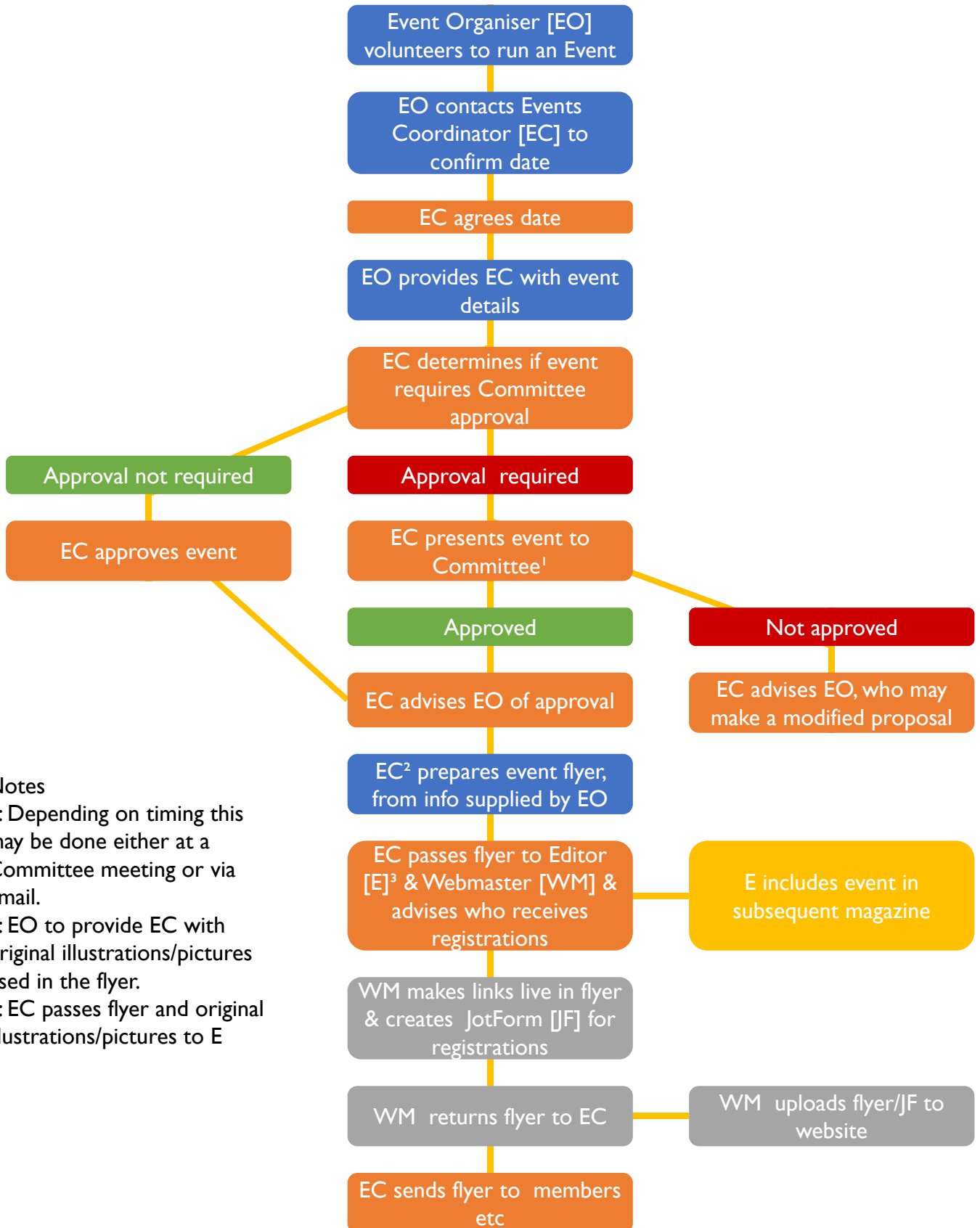
Notes
1: Depending on timing this may be done either at a Committee meeting or via email.
2: EO to provide EC with original illustrations/pictures used in the flyer.
3: EC passes flyer and original illustrations/pictures to E