

Crawley u3a Events Guidance



Introduction

The purpose of this Guidance is to include all information on running Events in one place, partly in the hope that this will assist in recruiting **Trustee(s)**, **Support Roles**, and **Volunteers** for **Event Task Groups**.

No guidance can anticipate every eventuality; members involved in organising events will need to use their initiative.

Updates

Once one or more **Event Coordinator Trustees** are appointed they will take over responsibility for updating the guidance. In the meantime the **Secretary** will issue updates.

Inevitably over time the nature of some Events will evolve. Please send any corrections or amendments to secretary@crawley.org.uk.

The Secretary can provide you with a Word version of any section(s).

The latest version of the Guidance will always be available on the website (under [Documents](#)).

Table of Contents

1.	Events Covered by this Document.....	5
2.	Procedure for Managing and Reporting Events.....	6
2.1	Events List.....	6
2.2	Committee Meeting Dates and Times	6
2.3	Selecting Dates for All Other Events not on a 2 nd Friday Afternoon.....	6
2.4	Booking Times vs Event Times	7
2.5	Main Point of Contact for the Friary, St Pauls & Holy Trinity.....	8
2.6	Process for Lead Trustee Obtaining Committee Approval for Event Dates & Times.....	8
2.7	Other Lead Trustee Responsibilities.....	9
2.8	Task Groups	10
2.9	Other Trustee Responsibilities Relating to Events.....	10
3.	The Really Useful Group (RUG).....	12
3.1	The RUG Structure.....	12
3.2	Duties undertaken by the RUG	12
3.3	Guide to Number of RUG Members (RUGs) required by Event	12
3.4	What the RUG Leads Need to Know	13
4.	Guidelines for All Events at the Friary	14
4.1	Summary of Procedures around Booking Times and Liaison with the Caretaker.....	14
4.2	Clearing Away & Tidying Up after All Friary Events	16
5.	Guidelines for All Events at St Pauls	17
5.1	Making Bookings at St Pauls	17
5.2	Procedures around Main Door Security, Keyholders, Room Access & Safeguarding.....	17
5.3	No Caretaker Function.....	17
5.4	Clearing Up	17
6.	Friary Hall Talks	18
6.1	Finding & Selecting Speakers	18
6.2	Initial Contact with Speaker and Booking	18
6.3	Notifying Bookstall Contact of Friary Hall Talk Dates	18
6.4	Confirming Details with the Speaker.....	18
6.5	Notifying Friary Caretaker	19
6.6	Chair, Announcements & Write-Up for Newsletter.....	19
6.7	Late Cancellations.....	20
6.8	Day of the Talk	20
6.9	Chairs Introduction and Thanks	20
6.10	Follow Up After Talk.....	20
7.	Celebration Event.....	21
7.1	Planning Publicity.....	21
7.2	Task Group	21

7.3	Liaison with Groups and Entertainments	21
7.4	Membership Desk (if new members are to be recruited)	22
7.5	Publicity and Equipment	22
7.6	Risk Assessments & Other Health & Safety Matters	22
7.7	Publicity across Crawley	22
7.8	Groups providing Displays & Entertainment	23
7.9	Confirmation with CBC	23
7.10	Preparation	23
7.11	During the Event	23
7.12	Clearing Up	23
7.13	Post Event Report	23
8.	Open Day	24
8.1	Setting up a Task Group and First Meeting	24
8.2	Decisions Needed	24
8.3	Communication to Relevant Group Leaders (GLs)	24
8.4	Publicity Programme.....	25
8.5	Draft Hall Layout Plan	25
8.6	Dissemination of Draft Plan to Groups.....	26
8.7	Equipment Required	26
8.8	Membership Tables	27
8.9	Review of Risk Assessment	27
8.10	Confirmation of the Hall Layout Plan.....	27
8.11	Confirming Duties for the Day	27
8.12	Preparing for the Start	28
8.13	During the Event	28
8.14	Clearing Up Afterwards.....	29
8.15	Post Event Report	29
9.	Christmas Party.....	30
9.1	Setting up a Task Group and First Meeting	30
9.2	Decisions Needed at the First Task Group Meeting	30
9.3	Confirmation of Final Arrangements.....	31
9.4	Preparing for the Start	32
9.5	Clearing Up Afterwards.....	32
9.6	Post Event Report	32
10.	Coffee Mornings	33
10.1	Friary Layout for Coffee Mornings	33
10.2	Additional Stalls (besides the usual Bookstall) for Autumn Coffee Morning	33
11.	RUGS Party.....	34
11.1	Venue & Booking	34

11.2	1 Month in Advance: Invitations to RUG Members	34
11.3	1 Week in Advance: Other Preparations	34
11.4	On the Day	34
12.	Constitutional Meetings (Annual Fees and AGM)	35
12.1	General	35
12.2	Annual Fees Meeting	35
12.3	Annual General Meeting (AGM)	35
13.	Group Leader (GL) Meetings (including Fees for St Pauls Groups).....	36
13.1	General	36
13.2	Termly Group Leader (GL) Meetings	36
13.3	Fee Meeting for St Pauls Groups.....	36
APPENDIX 1:	Contact List	37
	Crawley u3a Trustees & Support Roles	37
	Contacts for the Friary Hall, St Pauls & Holy Trinity	38
	Accessibility information for these venues is included within the Venue and Location Accessibility Guide to be accessed via the Groups page of the Crawley website.	38
	Other External Contacts	39
APPENDIX 2:	Equipment Available for Events.....	40
	Equipment held for use at Crawley u3a Events and by Groups	40
	Equipment which can be borrowed from The Friary for Friary Events	42
APPENDIX 3:	Documents Available for Use and Display at Events	43

Colour Coding Used

Pink indicates a Trustee or Support roles All current holders of these roles, with contact details, are listed in [APPENDIX 1](#), which will be updated annually.

Brown indicates a role in an external organisation. All current holders of these roles, with contact details, are listed in [APPENDIX 1](#), which will be updated annually.

Green indicates a Task Group (note that it is expected that where a Task Group is indicated a particular member of that Task Group will be assigned the action at a meeting of the Task Group)

Black Bold Committee & Committee Meetings

Black text with underlining denotes an Event

Blue text with underlining indicates another section in this document

Purple text underlining indicates another Crawley u3a Documents or the Crawley u3a website

1. Events Covered by this Document

Title	When	Venue	Lead Trustee	Assisted By (3)
Events for all Members				
Friary Hall Talks	Fixed as 2nd Fri, Jan - Jul & Oct	Friary Hall	Secretary (1)	Speaker Organiser
Celebration Event	Late August for 2024?	Probably outside	tbd (1)	Celebration Event Task Group
Annual Fees	Late June/July	Friary Hall	Secretary	Treasurer provides papers
Open Day	Fixed as 2nd Fri Sept pm	Friary Hall	tbd	Open Day Task Group
AGM	Fixed as 2nd Fri Nov pm	Friary Hall	Secretary	
Christmas Party	Fixed as 2nd Fri Dec pm	Friary Hall	Jacqui Mercer (2)	Christmas Party Task Group
Coffee Mornings	Spring Term am	Friary Hall	Secretary (1)	
	Summer Term am			
	Autumn Term am			
Events for Specific Groups				
Group Leader (GL) Meetings	Spring Term	St Pauls Canteen (assuming that this works well for the Summer & Autumn 2024 meetings)	Groups Coordinator	Secretary (to do minutes) Other Trustees (for individual updates)
	Summer Term			
	Autumn Term			
Fee Meeting for St Pauls Groups	July/early Aug	St Pauls Canteen	Groups Coordinator	Treasurer provides papers
Committee Meetings	Agreed at 1st CM after AGM	St Pauls Room 2	Secretary	n/a
RUGS Party	Late Nov	Holy Trinity Hall	Tbc (1)	All Trustees

Events with Green Background automatically occur on the relevant 2nd Friday afternoon of the month.

- (1) Acts as **Lead Trustee** only in the absence of an **Events Coordinator**
- (2) Jacqui Mercer has kindly volunteered to lead the 2024 Christmas Party, despite no longer being a Trustee
- (3) The **Assistant Groups Controller (AGC)** acts as the main Crawley u3a contact with the venue for all Events at the Friary Hall, St Pauls and Holy Trinity Hall.

2. Procedure for Managing and Reporting Events

2.1 Events List

1. The **Secretary** maintains the [Events List](#). This shows all the events listed in [1. Events Covered by this Document](#), for the current year, in the same format but with further columns indicating dates, times, when the dates and times were approved by the Committee and confirmed by the Venue, plus who the Lead Trustee is for each event.
2. The [Events List](#) is maintained as a tab within the [\[current year\] Trustees Calendar](#). It will be sent to other **Trustees**, the **Assistant Groups Coordinator (AGC)** and the **RUG Administrator Lead** at least monthly. Copies can be requested at any time.
3. The **Secretary** will also retain information (also as tab(s) within the [Trustees Calendar](#)) of actual attendance at all events to assist with the planning of any future events, especially with regard to refreshments.
4. At each **Committee Meeting** there will be a brief discussion on the current status of arrangements for Events due to take place over the remainder of the year as part of the **Standing Agenda Item 7: Trustees Calendar Update**.

2.2 Committee Meeting Dates and Times

1. The day of the month and time on which these are to be held is agreed by the Committee at the first meeting after the Annual General Meeting (AGM) (see [Crawley u3a Committee Procedures Section \(C\)](#)).

2.3 Selecting Dates for All Other Events not on a 2nd Friday Afternoon

1. These should be determined some months in advance, to secure bookings and to notify members of dates
2. Avoid the holding events in or on:
 - Crawley school holidays and half-terms (marked on the [Trustees Calendar](#));
 - Weeks which include another Friary Hall event open to all members ([Friary Hall Talk](#), [Open Day](#), [AGM](#) etc);
 - The start of the week immediately after a monthly Friday [Friary Hall Talk](#);
 - Times of the week on which many members are occupied in Groups Activities (see [Activity Group Days](#) in the [Trustees' Calendar](#)) such as all Thursdays mornings, 2nd Tuesday afternoons, 4th Mondays all day
 - Days on which any large Crawley u3a trips, outings or Theatre Group activities have been arranged. The **Treasurer** might know the dates of all future arranged trips. Theatre Group dates are normally listed on their Group page on the website.
3. For [Coffee Mornings](#), try to vary the day of the week on which they are held so members who have regular commitments preventing attendance on one occasion can attend on another.
4. For the [Celebration Event](#) note that:
 - Need reasonably warm weather if an outside event is intended;
 - In the past this has been held in late June, to coincide with Midsummer, but new members recruited then do not have much opportunity to participate in groups before

being asked to renew. So it has been suggested that it be moved to early May, or to late August/early September immediately so that, rather than signing up new members then and there, they are invited to attend the forthcoming Open Day;

- Fridays have been selected in the past as this seems to be the most popular shopping day so members and potential members are more likely to be coming into town in any case (also few Groups are held on Fridays).
- Consider whether to hold the event on the same day as an event taking place in the town centre (see <https://crawley.gov.uk/council-information/news-and-events/events>).

2.4 Booking Times vs Event Times

1. **Booking Time** includes additional time before and after the actual **Event Time** required for the u3a organisers (the Lead Trustee, other Trustees and volunteers assisting them and RUGs) to prepare the venue for the event, and for clearing up afterwards. More information on the amount of this additional time required for each event is given in [Sections 6 to 12](#).

Event	Venue	Event Time	Booking Time	Comments
Events for all Members				
Friary Hall Talks	Friary Hall	14:30 – 16:00	13:30 – 16:30	
Celebration Event	Outside	11:00 – 14:00	9:00 – 14:30	
Annual Fees	Friary Hall	11:00 – 12:30	11:00 – 13:00	Times for 2024, but would be earlier if Hall available
Open Day	Friary Hall	14:30 – 16:00	13:00 – 16:30	
AGM	Friary Hall	14:30 – 16:00	13:30 – 16:30	
Christmas Party	Friary Hall	14:30 – 16:00	13:00 – 17:00	
Coffee Mornings	Friary Hall	10:30 – 12:00	10:00 – 12:30	May be 30 mins later if Hall not available until 10:30
Events for Specific Groups				
Group Leader (GL) Meetings	St Paul's Canteen	10:00 – 12:00 (am) 14:00 – 16:00 (pm)	9:30 – 12:00 (am) 13:30 – 16:00 (pm)	
Fees for St Pauls Groups	St Pauls Canteen	10:00 – 12:00	10:00 – 12:00	
Committee Meetings	St Pauls Room 2	16:00 – 18:00	16:00 – 18:00	
RUGS Party	Holy Trinity	14:30 – 16:00	14:00 – 16:30	

2. **Booking** time is the relevant one for dealing with venues and determines the rental charges. **Event** times are used when advertising the event and notifying attendees.
3. The table above shows the current **Event Times** and **Booking Times**. Note that:
 - These are subject to revision in the light of experience, particularly for the Celebration Event, the Open Day, and Christmas Party.
 - At the Friary Hall, the Caretaker sets up the tables and chairs before the Booking Time starts; the start of Booking Time marks the point at which u3a volunteers may enter the Hall. Sometimes some adjustment to the tables and chairs is required.
 - At St Pauls volunteers are responsible for setting up tables and chairs. Volunteers are not able to enter the room until 5 minutes in advance of the Booking time.

2.5 Main Point of Contact for the Friary, St Pauls & Holy Trinity

1. The **Assistant Groups Controller (AGC)** acts as the main point of contact for the **Friary Administrator**, the **St Pauls Room Bookings Manager**, and the **Holy Trinity contact** (see [APPENDIX 1](#) for the current post holders and contact details).
2. Only if the **AGC** is away should other volunteers contact these venues on booking matters.

2.6 Process for Lead Trustee Obtaining Committee Approval for Event Dates & Times

1. Those events which automatically take place on the 2nd Friday afternoon of the month do not require **Committee** approval unless changes are proposed to the standard **Booking Times** (see [Section 2.3](#)), type of refreshments served or anything else which has cost implications.
2. The **Lead Trustee** for an event will be responsible for proposing the date and time (the “slot”) and ensuring it is approved by the **Committee**. Only when the **Committee** has approved the proposed date and time should a booking be confirmed (as opposed to provisionally booked) with a venue and the event advertised.
3. Before proposing any slot the **Lead Trustee** should review the most recent version of the [Trustees Calendar](#) to check that the proposed slot does not clash with other events or slots when many Group are meeting (see under [2.2 above](#)). If it is essential that any other Trustees or volunteers be present at the event than the **Lead Trustee** should check the proposed slot is suitable with them also.
4. Before the next **Committee meeting** the **Lead Trustee** should contact the **Secretary** so that the approval for the proposed slot is requested as part of the agenda item **Standing Item 7 Trustees Calendar Update**. The request for approval should include the following items:

- Venue and date
- Booking and Event start & finish times

These first two items may need to be left blank until step 4 below has been undertaken

- The approximate expected number of attendees (numbers at past events are included on the [Events List](#) in the [Trustees Calendar](#))
- Any departure from the standard number of RUGS or refreshments required for the relevant Event type (see [Section 3 RUGs](#))
- Any equipment required, whether u3a owned or to be borrowed from the Friary (see [APPENDIX 2](#))

5. It is recommended that the **Lead Trustee** also, before the meeting, liaises with the **AGC** (who then contacts the Friary/St Pauls/Holy Trinity) to find out which suitable slots are available. The **AGC** can provisionally book the slot with the Venue pending Committee approval.
6. The **Lead Trustee** will confirm the outcomes (everything under 3. above which has been approved) to the **AGC** as soon as possible after the **Committee** meeting. The **AGC** will then either confirm the provisional booking with the venue, making sure he receives e-mail confirmation of the booking from the venue, or request, by e-mail, the venue to cancel it.
7. The **AGC** will also communicate all the outcomes to the **RUG Administrator Lead**.
8. The **Secretary** will update the Events List in the Trustees Calendar to reflect all these details.
9. If the **AGC** experiences problems at any stage in obtaining written confirmation on a booking from a venue then he needs to inform the **Lead Trustee** of this, who will need to consider what action to take.

2.7 Other Lead Trustee Responsibilities

1. These include the following (though not all will be applicable to every event):
 - a) Liaising with the **Communications Coordinator** on Newsletter & website coverage, and any additional publicity, such as bespoke leaflets, Facebook notifications etc;
 - b) Liaising with the providers of any entertainment, whether an outside body or a Crawley u3a Group;
 - c) Ensuring expenditure remains within any budget communicated by the **Treasurer**, and that procedures specified within the Crawleyu3a Financial Policy are followed;
 - d) Appropriate Risk Assessments are completed (see Risk Assessments on the website);
 - e) That the insurance requirements specified by both the venue and the Third Age Trust (for u3as) are adhered to (see Insurance Guidance on the web);
 - f) For the Annual Celebration Event, contacting Crawley Borough Council to obtain permission to use the Memorial gardens, hire the bandstand etc;
 - g) Liaising with any local charity (such as the Friends of Crawley Hospital) operating a stall at an event (refer to the Financial Policy – Delegated Decisions on how the stall proceeds are split);
 - h) Feeding back to the **Events Coordinator** responsible for maintaining the Event Guidelines any advice or comments to be included in future editions of the Event Guidelines;
 - i) Reporting back to each **Committee** meeting on progress made by any **Support Role** or **Task Group** (see below) on the preparations for the Event. This can be done as part of the **Lead Trustee's** monthly report unless decisions from the **Committee** are required.
 - j) Arrive at the venue at the start of **Booking Time** to ensure the layout is as expected and any equipment requested has been made available and works;
 - k) That the premises are left clean and tidy afterwards;
 - l) Reporting back to the **Committee** on the success of the event. This should normally be reported as a **Non-Standing Committee Item** for the two large public facing events, the Open Day, the Celebration Event, and the Christmas Party. For smaller events a

paragraph included in the [Trustee’s monthly report](#) will suffice, unless attendance was significantly below expectations or there were perceptions (by members and/or Trustees) that aspects of the event could have been better (from [Crawley u3a Committee Procedures Section \(K\) Standing Items: Trustees’ Monthly Updates](#)). Past reports for the [Open Day](#), the [Celebration Event](#), and the [Christmas Party](#) can be viewed on the For Trustees page of the website.

2. A [Lead Trustee](#) may delegate responsibility for an event to a [Support Role](#) or [Task Group](#) (see [section 4.7 below](#)), but must inform other [Trustees](#), the [AGC](#) and the [RUGS Administrator Lead](#) of this as soon as possible. The [Lead Trustee](#) must ensure that the [Support Role](#) or [Task Group](#) follows the correct procedures outlined in this document.
3. When delegating to a Support Role bear in mind [Crawley u3a Committee Procedures Section \(D\): Trustees and Support Roles](#).

2.8 Task Groups

1. Small [Task Groups](#), chaired by the [Lead Trustee\(s\)](#), should be recruited to assist with the detailed planning for each of the three most complex events – the [Annual Open Day](#), the [Christmas Party](#) and the [Annual Celebration Event](#).
2. Ideally each [Task Group](#) should include, in addition to the [Lead Trustee\(s\)](#):
 - Somebody who was involved in the previous year’s [Task Group](#) for the same event;
 - The [Communications Coordinator](#) or a [Publicity Support](#) role;

In addition:

- For Events involving the recruitment of new members (the [Open Day](#) and possibly the [Celebration Event](#)) the [Members Coordinator](#) or a representative from their team should be included.
 - For the [Open Day](#) only, the [Assistant Groups Coordinator](#) should be included in the Task Group in order to liaise with the Friary caretaker over the table layout.
 - For the Christmas Party the [RUG Operational Lead](#) and preferably the [RUG Administrator Lead](#) also.
3. The RUG members are usually a good source of volunteers for [Task Groups](#)
 4. See [Crawley u3a Committee Procedures Section \(E\): Delegation to Working Groups](#) for more on the operation of Task Groups, including reporting back to the Committee.

2.9 Other Trustee Responsibilities Relating to Events

1. These are in addition to acting as [Lead Trustee](#) for specific events and responsibilities listed in the final column (“Assisted By”) in the table in [Section 1](#).
2. These are taken from the latest [Trustee Task List](#)

Chair	To chair the formal governance meetings i.e. AGM , Annual Fees meeting & GL meetings (though the Groups Coordinator will act as Meeting Facilitator for the latter)
	To introduce speakers at the Friary Hall Talks
	To speak at the Christmas Party & RUGS Party

	To be visible at all events
Vice-Chair	To act as Chair on occasions the Chair is not able to attend
Communications Coordinator	Responsible for all advance notices to existing members (via Newsletters, the web Events page, Crawley u3a Facebook page and possibly Beacon e-mails) and for publicity to attract potential members (via Neighbourhood Facebook pages and local newspapers and magazines) for the <u>Open Day</u> and <u>Celebration Event</u> .
Members' Coordinator	Operating the Membership desk at the <u>Open Day</u> and <u>Celebration Event</u> to provide and process membership application forms, plus renewal forms at the <u>Open Day</u>

- For more information on Crawley u3a Communications see the [Communications Strategy](#) document on the website.

3. The Really Useful Group (RUG)

3.1 The RUG Structure

- The RUG plays a vital role in the provision of Crawley u3a's events.
- The RUG is led by two Group Leaders (See [APPENDIX 1](#) for current holders)
 - RUG Administrator Lead** Responsibility for communication and administration
 - RUG Operational Lead** Responsibility for allocation of roles and the refreshing of supplies
- Any Crawley u3a member can volunteer to be a member of the **RUG** and be added to the **RUG** list held in Beacon. There are normally over 30 members, some of whom are able to volunteer more frequently than others. For each event, the **RUG Administrator Lead** contacts all **RUG members** via email around two weeks in advance informing them of the event, date, times and venue and asking for volunteers. Any **RUG member** wishing to assist will contact the **RUG Operational Lead** who will allocate roles. Members not using email will be contacted by telephone.

3.2 Duties undertaken by the RUG

- There are four main potential duties at Events:
 - Welcoming all visitors
 - Registration of those attending
 - Assisting with the bookstall when this is operating (see [section 6.3](#)).
 - Provision of refreshments

3.3 Guide to Number of RUG Members (RUGs) required by Event

Event	Welcome (3)	Registration (4)	Bookstall	Refreshments	Total
Friary Hall Talks	2	2	2	4	10
Annual Fees Meeting	n/a	2	n/a	2 - 4	4 – 6
Open Day	2	4 (no registration but direct/advise visitors)	n/a	n/a	6
AGM	2	2	n/a	4	8
Christmas Party	2 to welcome and check names against the list		n/a	6 (4 to make tea and 2 to serve)	8
Group Leader Meetings	n/a	n/a	n/a	2 - normally RUGs attending the GL meeting	2
Coffee Mornings	2	No registration but visitors counted.	2	4	8
Celebration Event	n/a	n/a	n/a	n/a	0
RUGS Party (2)	n/a	n/a	n/a	Committee	0

2. The RUGS Party is intended to thank them for their work during the year could so they would not be expected to play any part in preparing it.
3. One or both of the RUG members on Welcome duty should, for the Friary Hall Talks, AGM and Annual Fees meeting ask any members who look as if they may require seating in the front couple of rows (for hearing, seeing or accessibility reasons) if they would prefer such seating (and to lead them to it if necessary).
4. If a prospective member attends a Friary Hall Talk (see Taster Sessions document) one of the **RUG members** in charge of the registration (or a Trustee) should encourage the prospective member to join Crawley u3a, either by contacting the **Members Coordinator** directly or visiting Members page of the Crawley u3a website.

Ideally, hard copies the New Members Application forms should be available always in case any non u3a members attend.

3.4 What the RUG Leads Need to Know

1. The **RUG Administrator Lead** should receive the latest Events List on a regular basis (see Section 2.1) and at the very least require notice of any event at which their presence is required a couple of weeks prior to that event, including all information below:
2. The **RUG Administrator Lead** needs to know the following well in advance of an event:
 - Dates, times (booking & event) and location of event
 - Approximate expected number of attendees
 - Whether refreshments more elaborate than those for the usual monthly meetings
 - Whether a book stall sale (and other stall in the case of the autumn coffee morning) is to take place. See the Friary Hall Talks tab of the Trustees Calendar for the relevant dates.
 - For AGMs, Annual Fees Meeting & GL meetings – the point in the agenda at which refreshments are required (this may not be determined by the **Lead Trustee** until a few days before the event).

4. Guidelines for All Events at the Friary

4.1 Summary of Procedures around Booking Times and Liaison with the Caretaker

Event	Action	Who	Ref
Several Months in Advance			
<u>Friary Hall Talks,</u> <u>Open Day</u> <u>AGM</u> <u>Christmas Party</u>	Book dates and times with the Friary Administrator as part of the 2 nd Friday afternoon of the month block bookings	Assistant Groups Coordinator (AGC) , using dates passed on from the Secretary.	2.1
<u>Annual Fees</u> <u>Coffee Mornings</u>	Book dates and times with the Friary Administrator	Assistant Groups Coordinator (AGC)	2.4, 2.6
<u>Friary Hall Talks</u>	Booking Speakers	Speaker Organiser	6.1,6.2
Two to Three Weeks in Advance			
<u>Friary Hall Talks</u>	Reconfirm details with the Speaker	Speaker Organiser	6.4
<u>Annual Fees</u> <u>AGM</u> <u>Coffee Mornings</u>	<ul style="list-style-type: none"> Confirm requirements with RUGS Administrator Lead Contact the holder of any u3a equipment required to arrange for it to be available on the day Contact the holder of any u3a documents required to arrange for them to be available on the day 	Assistant Groups Coordinator (AGC), Lead Trustee for Event Lead Trustee for Event	3.4 APPENDIX 2 APPENDIX 3
Eight to Four Days in Advance			
<u>Friary Hall Talks:</u>	Contact the Friary Caretaker on layout and equipment requirements	Speaker Organiser	6.5 APPENDIX 2
<u>Annual Fees</u> <u>AGM</u> <u>Coffee Mornings</u>	Contact the Friary Caretaker on: <ul style="list-style-type: none"> Layout required in terms of tables and chairs Friary equipment to be borrowed 	Assistant Groups Coordinator (AGC) -any questions to Lead Trustee	10.1,12.1, 12.2 APPENDIX 2
The Day of the Event: Before the Event Start			
<u>Friary Hall Talks</u>	Arrive at the Friary 60 minutes before event start (i.e. 13:30 for 14:30 start) to check layout and equipment	Speaker Organiser At least one other Trustee or Volunteer	6.8
<u>AGM</u>	Arrive at the Friary 60 minutes before event start (i.e. 13:30 for 14:30 start) to check layout and equipment	Secretary (Lead Trustee) & one additional Trustee or Volunteer	

<u>Annual Fees</u> <u>Coffee Mornings</u>	Arrive at the Friary 30 minutes before event start (i.e. 10:00 for 10:30 start) to check layout and equipment.	Lead Trustee & one additional Trustee or Volunteer	
During the Event: Arrival & Attendance (includes RUGS, Trustees, Speakers, Entertainers etc) This is so attendance records can be kept for future use (see section 2.1.3)			
<u>Friary Hall Talks</u> <u>AGM</u> <u>Annual Fees</u>	One of the RUG members on Welcome duty or another Volunteer should be assigned the task of asking any members who look as if they may require seating in the front couple of rows (for hearing, seeing or accessibility reasons) if they would prefer such seating (and to lead them to it if necessary).	Lead Trustee	
<u>Friary Hall Talks</u> <u>AGM</u> <u>Xmas Party</u>	Obtain the number of attendees from the RUG members in charge of the signing-in register (to report to Secretary)	Lead Trustee	
<u>Open Day</u>	Obtain the number of attendees from the RUG member doing the counting with the clickers (to report to Secretary)	Lead Trustee	
<u>Annual Fees</u> <u>Coffee Mornings</u>	Count the attendees and report to Secretary	Lead Trustee	
<u>All Events</u>	At the start, the Chair reminds the audience of the fire evacuation procedure and requests them to switch off mobile phones.	Chair	
After the Event: Clearing Up Time			
<u>All Events</u>	Cleaning and tidying up	Lead Trustee with help from others	4.2.1, 4.2.2
<u>All Events</u>	Final check	Lead Trustee	4.2.3
Immediately after the Event			
<u>All Events</u>	Beacon e-mail sent out to inform members of any lost property retained (announce at next monthly meeting and mention in the Newsletter if still not reclaimed)	Lead Trustee	

4.2 Clearing Away & Tidying Up after All Friary Events

Action	Who
<p>1. Kitchen</p> <ol style="list-style-type: none"> 1. Turn off the water heater used for the hot drinks 2. The kitchen is left clean with all items as they were found 3. Any breakages (of crockery etc) are reported to the Friary Administrator 4. The kitchen floor is swept free of crumbs using RUGS dustpan and brush 5. Rubbish (from kitchen and hall) to be put in the bin with a liner at the side of the hall BUT if the rubbish exceeds the capacity of this bin (e.g. at the <u>Xmas party</u>) extra bin liners bought in by the RUG Leads are filled and then either taken away (especially that which can be recycled) or placed in the large dumpster (if there is access). 	<p>RUG Leads</p>
<p>2. Main Hall</p> <ol style="list-style-type: none"> 1. All chairs are stacked back in piles (max of 7 in any stack) against the walls with their backs facing the centre of the hall to facilitate the use of the trolley. But make sure that no very elderly or infirm members are asked or feel obliged to participate in this (and for 2. below). 2. The Friary Caretaker puts the attacked piles of chairs and tables away. 3. The floor is clear of any crumbs, grass or dirt (may need to use the dustpan and brush). 4. Any Friary equipment borrowed is left as it was found 5. Any breakages of chairs, tables or equipment are reported to the Friary Administrator 6. All windows are closed 7. Any property left behind (gloves, umbrellas etc) to be retained by a Trustee 	<p>Lead Trustee, plus other Trustees, the AGC and willing RUGS</p>
<p>3. Final Check</p> <ol style="list-style-type: none"> 1. Check kitchen door and shutter are closed 2. Check all lights turned off, in the main hall [the switches of one or more of these lights are in the passage reached by the door to the left if the stage], the passage to the toilets, all the toilets and the entrance hallway. 3. Check the toilets to ensure nobody is still in them. 4. Last person out drops the catch on the front door before closing it. 	

5. Guidelines for All Events at St Pauls

Group Leader (GL) Meetings, Fee Meeting for St Pauls Groups and Committee Meetings.

5.1 Making Bookings at St Pauls

1. St Pauls is used mainly for Group activities and meetings involving **Group Leaders**. It is not normally used for Events aimed at all members, as its location within Crawley is not as central as that of the Friary, and although the Hall has a capacity of 100 people it is a little away from the kitchen so serving refreshments would be difficult.
2. The Canteen, with a capacity of 40, is used for Group Leaders and the Fees for St Pauls Groups meetings.
3. Room 2 (aka Springboard Room) is used for Committee Meetings.
4. Details of rooms available and their capacity are [u](#)
The page ref is <https://www.crawleymethodistchurch.org.uk/room-hire/>
5. St Pauls operates a September to August booking year and do not take any bookings for the year until the July immediately preceding it. The booking system is very efficient with response to enquiries received speedily.

5.2 Procedures around Main Door Security, Keyholders, Room Access & Safeguarding

1. St Pauls operates firm procedures around these matters. See the [Groups Handbook](#) or contact the **Groups Coordinator** for detailed information.

5.3 No Caretaker Function

1. Unlike the Friary, the hirers need to set up tables and chairs themselves. These are usually available in the rooms and setting them up does not take long but needs to be factored into the booking times. Volunteers are not able to enter the room until 5 minutes in advance of the Booking time.

5.4 Clearing Up

1. Tabletops should be cleaned with antibacterial spray and all tables and chairs put back where they were found.
2. Floors should be left clean – if there has been any eating or messy activity they should be swept.
3. If the rubbish full, the bag should be removed from the bin and placed within the large bin in the main car park. Spare rubbish bags are under the one currently being used.
4. Cleaning items and materials are i.e. broom, Hoover, dustpan & brush, catch-mop, are located in the cleaning cupboard (the bolted white louvre doors) opposite the Disabled Toilet.
5. A mop and bucket are located in the Flower Room directly to the left of the Gents Toilets (the floor cleaner liquid to add to the water is located in the cleaning cupboard).

6. Friary Hall Talks

See the Section [Summary of Procedures around Booking Times and Liaison with the Caretaker](#) for information on general Friary matters.

Several Months in Advance	
Action	Who
<p>6.1 Finding & Selecting Speakers</p> <ol style="list-style-type: none"> 1. Recommendations from Crawley U3A members 2. Other U3as and the Third Age Trust: https://www.u3a.org.uk/learning/learning-activities/u3a-speakers 3. General Websites for speakers https://speakernet.co.uk/ 4. Rebooking past popular speakers for a different talk 	Speaker Organiser
<p>6.2 Initial Contact with Speaker and Booking</p> <ol style="list-style-type: none"> 1. Contact initially by email to check availability by suggesting a couple of dates then phone to discuss. 2. Obtaining sufficient information on the content of the talk for publication in the Newsletter 3. After phone conversation, confirm details by email to speaker stating the agreed date, timings and the venue address. 4. If more than one person is speaking or proving other entertainment check how many of them there will be [maximum hall capacity is 120 so this has implications for the Friary's insurance] 5. Obtain info on talk in advance suitable for publication in the Newsletter and pass to Communications Coordinator 	Speaker Organiser
<p>6.3 Notifying Bookstall Contact of Friary Hall Talk Dates</p> <ol style="list-style-type: none"> 6. Let the Bookstall contact (see APPENDIX 1) know of the Friary Hall Talk and Coffee Morning dates and check for which of these she is able to provide the Bookstall and let the Speaker Organiser and Secretary know. At Coffee Mornings she provides DVDs and Jigsaws in addition to books. 	Communications Coordinator
<ol style="list-style-type: none"> 7. The Secretary will show these on the Friary Hall tab of the Trustees Calendar so that the RUGS Administrator Lead is aware of these (so 2 helpers can be provided on each occasion) 	Secretary
Three to Two Weeks in Advance	
<p>6.4 Confirming Details with the Speaker</p> <ol style="list-style-type: none"> 1. Reconfirm date; address; timings; car parking access code; the Speaker's Organiser mobile phone number (can download the Speaker Request Form on the web) 	Speaker Organiser

<ol style="list-style-type: none"> 2. Ask if the Speaker will be using laptop and projector and state we have no screen but that we can offer use of the blank wall at the back of the stage, a table for equipment and a handheld microphone (no stand). Note that any electrical equipment to be used in the Friary should have been PAT tested within the last two years. 3. Check if they will be bringing their own extension lead (Crawley u3a has one of required); 4. Request the speaker's bank details for automatic transfer, the preferred payment method (although can pay by cheque if requested); 5. Complete the Payment Request Form (from Accounts Forms on the website) and forward it to the Treasurer 	
<ol style="list-style-type: none"> 6. Check with the Bookstall Contact that she is able to attend and advise her to arrive at least 30 minutes before the Event starts. 	Communications Coordinator
Eight to Four Days in Advance	
<p>6.5 Notifying Friary Caretaker</p> <ol style="list-style-type: none"> 1. The Caretaker sets out chairs for an audience of 100 unless informed otherwise 2. The default set up is formal rows facing the stage with a trestle table in front of the stage 3. Alternatively, if no projection is required, the hall can be set up with chairs in a semi-circle facing the side wall. 4. If the Speaker has items to display then there will need to be additional tables near the stage 5. Additionally, 4 trestle tables are needed at the back of the hall (2 for the bookstall (see 6.3 above) and 2 for the display of Crawley u3a notice boards) and 2 small tables and chairs opposite the entrance doors (for the RUGS doing the registration – see section 3.3) 6. Confirm with the Caretaker that 2 reserved parking spaces are required, one for the speaker and one for the Bookstall contact (the latter should be near as near to the entrance as possible to enable easy loading and unloading). 	Speaker Organiser
<p>6.6 Chair, Announcements & Write-Up for Newsletter</p> <ol style="list-style-type: none"> 1. Check that the Chair will be present to make any announcements as well as introducing the speaker. If not, another Committee member will have to be found to do this. 	Lead Trustee
<ol style="list-style-type: none"> 2. Check that the Chair has details required for any announcements on forthcoming events and other matters 3. Check that there is somebody attending the talk willing to provide an article on it for the Newsletter. 	Communications Coordinator

<p>6.7 Late Cancellations</p> <ol style="list-style-type: none"> 1. These rarely happens but when they do the Speaker Organiser has been able to swap booking dates with other speakers. 	<p>Speaker Organiser</p>
<p>Day of the Talk</p>	
<p>6.8 Day of the Talk</p> <ol style="list-style-type: none"> 1. Speaker Organiser to arrive at 1.30pm to meet the Friary Caretaker and check the set up; 2. Meet the Speaker and check their requirements are met; 3. Offer a tea or coffee to the Speaker on arrival and again after the talk; 4. Provide the Speaker with a glass of water for the talk. 5. Give the Chairman a written note of the speaker's name and title of the talk and introduce the Chairman to the speaker. 6. At the end of the talk, mingle with the audience during refreshments to get feedback 	<p>Speaker Organiser</p>
<p>6.9 Chairs Introduction and Thanks</p> <ol style="list-style-type: none"> 1. The Chair reminds the audience of the fire evacuation procedure and asks them to switch off their mobile phones. 2. He then makes announcements on any other forthcoming events and other matters. 3. He then introduces the speaker. 4. At the end he thanks the Speaker and invites everybody to take refreshments. 	<p>Chair</p>
<p>Days Following the Talk</p>	
<p>6.10 Follow Up After Talk</p> <ol style="list-style-type: none"> 1. Send a Thank You email to the Speaker. 2. Get feedback from the Committee to find out their thoughts on the speaker and the subject and if we should rebook. 3. Enter the talk details in the big red book used since 2011 to record talks (could be transferred to a spreadsheet at some point) 	<p>Speaker Organiser</p>

7. Celebration Event

Action	Who
Two to Three Months in Advance	
<ol style="list-style-type: none"> 1. Finalise the Date (see Section 2.2.3) and Book the Bandstand. 2. Check the availability of the Bandstand in Crawley Memorial Gardens via Facilities at Crawley Borough Council (CBC) (see APPENDIX 1) before finalising the date (which needs to be approved by the Committee). The Event time is normally 11:00 – 14:00. 3. Book the Bandstand (10:00 – 15:00, so an hour each side), requesting the ability to use the power (there are plugs housed in bollards by the Bandstand). 4. Secure permission to park nearby (along Queensway) for loading and unloading without the threat of contravening restrictions 5. Ask CBC whether they can remove the bollards at the entrance to the Memorial gardens near the bandstand so that vehicles can drive closer to the bandstand when delivering equipment. 	
7.1 Planning Publicity <ol style="list-style-type: none"> 1. Advertise in the newsletter as soon as the date is fixed, encouraging members to bring along picnics (but no alcohol due to CBC regulations) and chairs and/or rugs to sit on; 2. Consider whether a special leaflet needs to be designed; 3. If using existing general leaflet, check sufficient stocks exist, otherwise arrange further printing. 4. Advertise the event in the Free Neighbourhood magazines 	Communications Coordinator
7.2 Task Group <ol style="list-style-type: none"> 1. Set up a Task Group (see section 2.7) to organise the event, to be chaired by the Lead Trustee; 2. Allocate out the Task Group roles, for each of the sections below with Task Group Members in the right- hand column). 	Lead Trustee
Three Months to Two Weeks in Advance	
7.3 Liaison with Groups and Entertainments <ol style="list-style-type: none"> 1. Confirm which Groups are available to provide entertainment (e.g. Bamboo Pipes, Folk dancing, Folk Music, Singing for Fun, Ukulele) and displays (Needles, Painting and Drawing, Smart Phone Photographic Group). 2. Agree with each of the relevant Groups the following: <ul style="list-style-type: none"> • The timings for their entertainments • Whether they require access to power 	Task Group Members

<ul style="list-style-type: none"> • Whether they need to borrow any of the available equipment (see APPENDIX 2) • Whether they wish to perform on the bandstand or on the ground nearby? • Whether they require tables and chairs and if so how many and how many of these can they provide themselves (Groups requiring seats but performing at different times can use the same chairs) <ol style="list-style-type: none"> 3. Decide whether to organise a local history walk, gardens tour, provision of free tea/coffee and snacks). As well as needing a volunteer to do these, also need other volunteers to act as backmarkers on any walks etc. 4. If these extra activities are organised, consider their optimal timing vis-à-vis the other entertainments (bearing in mind members of Groups involved in the entertainments may wish to participate in these other activities) 	
<p>7.4 Membership Desk (if new members are to be recruited)</p> <ol style="list-style-type: none"> 1. Ensure that have sufficient copies of the up-to-date copies of all necessary documents (see APPENDIX 3) 	<p>Members' Coordinator</p>
<p>7.5 Publicity and Equipment</p> <ol style="list-style-type: none"> 1. Consider what publicity to provide on the day (e.g. banners at the start of the pathway(s) leading across the Memorial Gardens, handing out leaflets advertising the event in the Martletts etc) 2. Request whoever stores the publicity and other equipment, including bunting (indicated in APPENDIX 2) required on the day to bring them to the Memorial Gardens on the day by 10:00 (otherwise arrangements must be made for them to be delivered to somebody who can bring them on the day) 	<p>Task Group Members</p>
<p>7.6 Risk Assessments & Other Health & Safety Matters</p> <ol style="list-style-type: none"> 1. Complete the Risk Assessments required by the Council and the u3a (copies from previous years available) 2. Ensure any Crawley u3a electrical equipment to be used has been PAT tested 3. If expected to be a hot day advise members to bring hats and water. Whatever the weather, some water should be at hand. 4. Ensure somebody brings along one of the Walking Groups First Aid kits 	<p>Lead Trustee</p>
<p>One Week in Advance</p>	
<p>7.7 Publicity across Crawley</p> <ol style="list-style-type: none"> 1. Email to be sent out to all members via Beacon a week or so before 2. Reminder on the Crawley u3a Facebook page a couple of days before 	<p>Communications Coordinator</p>

<ol style="list-style-type: none"> 3. Advertise on Facebook Crawley Neighbourhood sites but NOT if the Celebration event is held on a date close to the Open day as it is more important to use these sites to publicise the Open Day. 	
<p>7.8 Groups providing Displays & Entertainment</p> <ol style="list-style-type: none"> 1. Reconfirm with Groups who will be acting as their leader on the day, and how many other members in their Group will be involved 2. Advise those Groups providing displays to arrive in plenty of time to set up themselves up (and to bring scissors, Sellotape, string, plus some type of transparent protection in case of rain). 	Task Group Members
<p>7.9 Confirmation with CBC</p> <ol style="list-style-type: none"> 1. Check arrangements with CBC for collecting (and returning) the keys to access the power at the bandstand. 	Task Group Members
On the Day	
<p>7.10 Preparation</p> <ol style="list-style-type: none"> 1. Task Group to meet at the Memorial Gardens at 9:00 to set up the gazebo, publicity desk(s), and, if relevant, the membership table. 2. Ensure have a supply of rubbish bags for picnic and other rubbish 3. If expected to be windy, need to secure any displays, piles of leaflets and membership forms so that they do not blow away. 	Task Group Members
<p>7.11 During the Event</p> <ol style="list-style-type: none"> 1. If there is no membership desk, ensure details are noted for anybody expressing an interest in joining the u3a so they can be followed up afterwards by the Membership team; 2. Take photos/videos for future publicity use 	Task Group Members
<p>7.12 Clearing Up</p> <ol style="list-style-type: none"> 1. Check no rubbish or other items are left behind 2. Lock up the power supply to the bandstand and return the key 	Task Group Members
After the Event	
<p>7.13 Post Event Report</p> <ol style="list-style-type: none"> 1. Produce a report for the Committee on what went well at the Event, along with what could be improved for next time. 2. Circulate this round the Task Group (preferable to meet in person) for comment and amendments before formally sent to the Committee 	Lead Trustee

8. Open Day

See also [Section 4 Guidelines for All Events at the Friary](#)

Action	Who
Two to Three Months in Advance	
<p>8.1 Setting up a Task Group and First Meeting</p> <ol style="list-style-type: none"> 1. Set up a Task Group to organise the event, to be chaired by the Lead Trustees (see Section 2.7) 2. Agree which member of the Task Group takes responsibility for of the actions below with Task Group Members shown in the right-hand column. 	Lead Trustee
<p>8.2 Decisions Needed</p> <ol style="list-style-type: none"> 1. The desired policy on which existing Groups to host tables e.g. all Groups with current vacancies, Groups which are currently full but might have vacancies soon, etc 2. How enquiries about Groups not exhibiting on the day (usually because they had no spare places) will be dealt with 3. Consider which exhibiting Groups might share a table, or host one together (e.g. all Walking Groups) 4. Recommendations, if any, as to leaflets exhibiting Groups might include on their tables, such as a one-page leaflet on their group (meeting details, current size, intended programme for 2023/24, highlights of 2022/23, photos) in addition to, where relevant, displays of work, pictures of past outings and walks, musical instruments, books and films studied etc 5. How to present material to show All Member activities (Friary Hall Talks, Seasonal Trips, Celebration Event etc) 6. Whether to allocate one table to collect interest in groups that are in the pipeline, and also suggestions for potential “new” groups 7. Whether to allocate a table giving information to potential volunteers (whether for RUG, the Committee, GLs of new groups, Committee support roles etc) and who might host it 8. Whether to invite the Mayor/Member of Parliament/Member of the Crawley Arts Council (this could lead to an article and photo in the local paper) 9. Who will be responsible for completing the Risk Assessment 	Task Group Members
<p>8.3 Communication to Relevant Group Leaders (GLs)</p> <p>Agree on communication to relevant Group Leaders (GLs) to cover:</p> <ol style="list-style-type: none"> 1. A reminder of the date and the need to be at the hall by 13:30: 	Task Group Members

<ol style="list-style-type: none"> 2. Asking who will be representing the Group at the Open Day (ideally the Group Leader, and one other to provide relief) so they can be included in relevant communications) 3. Suggestions as to what they might include in their displays 4. Asking whether they will be bringing any equipment (belonging to somebody personally or to their u3a group) requiring power access, and if they wish to borrow any of the u3a equipment held centrally (see APPENDIX 2). Any electrical equipment brought personally must adhere to the PAT regulations. 5. A request for a response to be received before the date of the next Task Group meeting 	
<p>8.4 Publicity Programme</p> <ol style="list-style-type: none"> 1. Consider whether to design and print a special one-page flyer for the event, to be distributed as widely as possible beforehand; 2. If the general leaflet is to be used check sufficient stocks exist, otherwise arrange further printing. 3. Consider whether to repeat 2023 tour of the Community Centres (Bewbush and Broadfield) the week beforehand, distributing flyers and leaflets 4. Place letters/adverts in Crawley Observer (as in 2022), Crawley Live magazine, RH uncovered, Crawley South Pages magazine, St Paul's lobby, Crawley Library etc 5. Advertise in the free magazines which are delivered around Crawley 6. Advertise in local residents' neighbourhood groups on Facebook 7. Consider whether specific invitations are sent to neighbouring u3as (adding some information on the Guest Member policy). The Secretary has the contacts. 8. Alert other organisations with a similar demographic (e.g. WI, Probus). 9. Decide when to e-mail (via Beacon) existing members, reminding them of the event and urging them to bring along anybody they know (including retired spouses who are not currently members) who might be interested in joining 10. Highlight on the Members & Events pages on the website 11. Include prominent sections in the August & September Newsletters 12. Stress in the Newsletter and on the web that people should not arrive before 14:30. 	<p>Task Group Members</p>
<p>Four to Two Weeks in Advance (2nd Task Group meeting)</p>	
<p>8.5 Draft Hall Layout Plan</p> <p>This needs to include:</p> <ol style="list-style-type: none"> 1. Tables for the Membership team. Will need to check with them how many tables are required - there needs to be at least one table dealing 	<p>Task Group Members</p>

<p>with enquiries around membership and registering new members, and at least one dealing with existing members on renewal matters.</p> <ol style="list-style-type: none"> 2. Group tables. Some Groups may need to share. 3. Position Group tables by activity type (Music, Games, Interests, Activities) 4. The position of the Friary Hall power sockets should be indicated on the plan, for when positioning tables with equipment requiring power access 5. Locations where Groups such as Painting and Drawing may display work in addition to that displayed on their table 6. Walkways need to be made as wide as possible, to prevent overcrowding 7. Any tables needed for the general Groups and Communications documents listed in APPENDIX 3. The Membership documents will be available at the Membership desk. 8. The location of the general Crawley u3a Display Boards (to include something on the Friary Talks for the forthcoming year). Ideally these need to be somewhere where there is sufficient room for several people to look at them. 9. Space (just inside the main door) for the noticeboard displaying the layout of the tables 10. Location of the Fire exits 11. Decide whether to site any Group tables in the lobby entrance to the Main Hall (the Mah-Jong Table was located there in 2023, and resulted in a lot of interest in joining this group). 	
<p>8.6 Dissemination of Draft Plan to Groups</p> <ol style="list-style-type: none"> 1. Decide whether to disseminate the draft plan to the Group representatives hosting tables, asking for their comments and suggestions. This might yield complaints, but also helpful comments and suggestions. It will help Groups to plan what they intend to display if they know in advance whether they are sharing a desk or not. 	<p>Task Group Members</p>
<p>8.7 Equipment Required</p> <ol style="list-style-type: none"> 1. Request those members shown in APPENDIX 2 as holding equipment required (including such items as lanyards, and pencils and paper for those Tables whose Group representatives fail to bring these with them) to bring the equipment along to the Friary by 13:30 on the day (or if they are unable to do this to deliver to one of the Task Group at an earlier date). 2. Ensure all Crawley u3a equipment to be used adheres to PAT regulations 3. Ensure somebody brings along one of the Walking Groups' First Aid kits on the day, and also bottles of water 4. There will be a lot of paper around on the day – need to bring along bins and plastic rubbish bags 	<p>Task Group Members</p>

<ol style="list-style-type: none"> 5. The hand-held counter/clickers 6. Clear labels for all tables. 7. Any plans to use the bunting to decorate the hall? 8. The Friary microphone, for use in an emergency. 	
<p>8.8 Membership Tables</p> <ol style="list-style-type: none"> 1. Experience suggests that 200 new Membership Applications need to be available. 2. Consider whether to operate a system whereby new members could be allocated temporary membership numbers and cards, enabling them to join Groups on the day. 3. Bring additional copies of Membership Application Forms to be on the Groups' tables 	Members Coordinator
<p>8.9 Review of Risk Assessment</p> <ol style="list-style-type: none"> 1. Review the completed Risk Assessment and that actions identified to lessen risks are communicated to the relevant people (including the Group Representatives hosting tables) 	Task Group Member
Two to One Weeks in Advance (3rd Task Group Meeting)	
<p>8.10 Confirmation of the Hall Layout Plan</p> <ol style="list-style-type: none"> 1. Agree on responses to any comments or suggestions made by Group Representatives on the draft Hall Layout Plan (if a copy was sent to them) 2. Agree on the final Hall Layout and who will produce a large copy to display on the stand just within the hall entrance. Include directions to the toilets. 3. Decide where the Tear Drop Flag and Display Banners should be placed (note we are <u>not</u> permitted to fix anything to the walls of the Friary or to the walls of the compound so any banners or flags displayed need to be self-supporting). 	Task Group Members
<ol style="list-style-type: none"> 4. Let the Friary Caretaker have a copy of the Hall Layout Plan, the day, specifying size of tables and the desired width of the walkways between them, and arrange to be with him when he sets up the hall on the day. 	Assistant Groups Coordinator
<p>8.11 Confirming Duties for the Day</p> <ol style="list-style-type: none"> 1. A list of tasks should be drawn up stipulating what needs to be done on the day, and who does what. 2. Specify who, besides the Task Group, needs to be at the Friary Hall for 13:00 for the start of the set-up (including somebody to ensure that the tables are set up in the correct position) 3. Confirm which Trustees and RUG members will be on general meeting and greeting duties (there are 4 u3a tabards available for them to wear), and who will be keeping count of the number of visitors. 	Task Group Member

<ol style="list-style-type: none"> 4. Although the <u>Open Day</u> does not officially start until 14:30 experience has shown that many attendees show up from 14:00 onwards (and if it is a hot or wet day they cannot be left outside). Those on meeting and greeting duties, and all Group Representatives hosting tables, should be in position by 13:45. 5. Agree on responsibility for taking photos on the day (that person should check before taking any photo that all the people likely to feature in any photo are happy to be included). 	
<p>On the Day</p>	
<p>8.12 Preparing for the Start</p> <ol style="list-style-type: none"> 1. Arrive at 13:00 to check that the layout does accord with the plan, that walkways are sufficiently wide with no blockages. 2. Put up the Layout map as soon as possible, so that Group Representatives can check which table is theirs upon their arrival and start to set them up immediately. 3. After Group Representatives have set up their tables and before people start arriving check that there are no trailing leads, slippery floors, or anything else which could be considered a health and safety risk. 4. Check that all Group tables are clearly labelled. 5. The Membership tables should be clearly labelled, and the one dealing with New Members clearly distinguished from the one dealing with Renewals 6. Check that all group representatives have paper and writing implements to note down details of interested potential members 7. Keep the kitchen door closed, so the bags and personal possessions of all volunteers can be stored away safely. 8. Ensure that all the Volunteers know what to do in the event the fire alarm goes 9. Try to prevent any visitors from entering the Main Hall until all Tables are set up and all Volunteers are their correct position. 	<p>Task Group Members</p>
<p>8.13 During the Event</p> <ol style="list-style-type: none"> 1. Keep watch for signs that the Hall is becoming dangerously overcrowded 2. Ensure that there are no pieces of paper or other items lying on the floor 	<p>Volunteers on Meeting & Greeting Duties</p>

<p>8.14 Clearing Up Afterwards</p> <ol style="list-style-type: none"> 1. See Sections 4.2.2 & 4.2.3 under Clearing Away & Tidying Up after All Friary Events. 2. Retain the Hall Layout Plan for reference next year 	<p>Task Group Members</p>
<p>After the Event</p>	
<p>8.15 Post Event Report</p> <ol style="list-style-type: none"> 1. Produce a draft report for the Committee on what went well at the Event, along with what could be improved for next time. 2. Circulate this round the Task Group (preferable to meet in person) for comment and amendments before formally sent to the Committee 	<p>Lead Trustee</p>

9. Christmas Party

Note that there have been proposals that:

1. A larger venue be used for the event so that all members who wish to attend can do so (BUT any consideration of alternative venues would need to be done several months in advance)
2. The ticket prices be set at a higher level than the current £1 (for a raffle ticket) with the funds raised used to provide better food.
3. The length of the event be extended beyond the current 90 minutes by providing more in the way of entertainment.

If the party is to be held at the Friary see also [Section 4 Guidelines for All Events at the Friary](#)

Action	Who
Two to Months in Advance	
9.1 Setting up a Task Group and First Meeting <ol style="list-style-type: none"> 1. Set up a Task Group to organise the event, to be chaired by the Lead Trustee (see section 2.7) 2. Confirm with the Treasurer the potential budget. 	Lead Trustee
9.2 Decisions Needed at the First Task Group Meeting <ol style="list-style-type: none"> 1. The number of members that can attend (the Friary limit for insurance purposes is 120, but from this needs to be subtracted the number of Volunteers (the Task Group, additional RUG members assisting on the day, and any entertainers), other Trustees attending and the Honorary President and her husband. 2. In the past the Task Group has tried to contact members without e-mail via phone to issue invitations to them first (it was considered that these members tend to be older, less likely to participate in Groups and Group Xmas meals and so attach greater value to attendance at this event). But it was difficult to get hold of members this way, so it was decided that in future it would be better to include invitations to these members within the November newsletter. 3. When to send the general Beacon e-mail inviting those members with e-mail. It should be made clear on what basis tickets will be allocated (normally first come, first serve) and that guests will not be allowed entry without a ticket. 4. Who should be the point of contact for tickets. This person's e-mail and/or phone number should be included on both sets of invitations (2 and 3 above). This person should keep the list of attendees (only one person to ensure fairness of allocation and lack of confusion over numbers). Once the number of places decided on in 1. Has been met, a waiting list should be set up. 5. How to go about obtaining quotes for the food (see the Financial Policy Delegated Decisions 10th Jan 2024 5.2.1) 	Task Group Members

<ol style="list-style-type: none"> 6. The number and layout of tables, and their decoration. 7. Whether any member will provide a Christmas Cake voluntarily. 8. Arrangements for the raffle i.e. how many prizes to award, their nature and approximate cost, and who should be responsible for buying the prizes (normally a maximum of 3). 9. The nature of icebreakers to assist the members at each table to meld (in the past keen members of the quiz groups have been willing to provide quizzes) 10. The nature of any other entertainments, whether provided by Groups, individuals u3a members, or external sources 11. Who to ask to be the Master of Ceremonies (MC), including who will be providing the script – with times – for their use. 12. Whether the Chair should be asked to give a short festive talk 13. Arrangements for background music (in 2023 the Assistant Groups Coordinator lent his portable CD player and some suitable CDs). 14. Assign responsibility for liaising with the Friary Caretaker on the layout and for hiring the Friary microphone and any other Friary equipment (this member to be denoted the Friary Caretaker Contact) 15. Whether there is a need for any u3a or other equipment (see APPENDIX 2) 16. Who will be responsible for completing the Risk Assessment (normally the Lead Trustee) 	
<p>Two to One Weeks in Advance (2nd Task Group Meeting)</p>	
<p>9.3 Confirmation of Final Arrangements</p> <ol style="list-style-type: none"> 1. List of members attending, with a waiting list (as a few members who with places usually withdraw nearer the event) 2. Confirmation of food order. 3. Confirmation of decorations, for the tables (tablecloths, napkins, centre pieces). Numbers or letters need to be clearly placed on tables for calling out when to collect their tea and for the quiz. 4. Assignment of duties across the MC, Task Group and RUG members on the day 5. Agree on responsibility for taking photos on the day (that person should check before taking any photos that all the people likely to feature in any photo are happy to be included). 	<p>Task Group Members</p>
<ol style="list-style-type: none"> 6. Agreeing with the Friary Caretaker the number and positioning of tables and chairs (including those for the door, to check names, those to place the raffle prizes on, and for any entertainers) 	<p>Task Group Friary Caretaker Contact</p>

Arrangements on the Day	
9.4 Preparing for the Start	Task Group Members
1. Arrive 90 minutes before the start (13:00 for 14:30 start)	
2. At the door, need to check attendees' names off against the list of confirmed attendees. If a name is not on the list then admission will be politely refused	RUG
3. The books of raffle tickets will also be placed on the same table. In the past members have paid £1 for a strip of tickets, and this acts as the equivalent of an admission ticket.	
4. Check that the Tables all have numbers/letters assigned to them and that they remain there (in 2023 some unaccountably disappeared at the start of the party)	Task Group
5. The serving of the teas should be staggered, and the MC needs to know when to start calling the tables	
6. The Trustees should spread themselves across the tables, rather than sitting on one or two tables together.	Trustees
9.5 Clearing Up Afterwards	Task Group Members
1. See 4.2 Clearing Away & Tidying Up after All Friary Events . This will likely take longer than for other Friary events with refreshments because of the amount of food consumed.	
2. The cash proceeds from the raffle to be handed over to the Treasurer	
After the Event	
9.6 Post Event Report	Lead Trustee
3. Produce a draft report for the Committee on what went well at the Event, along with what could be improved for next time.	
4. Circulate this round the Task Group (preferable to meet in person) for comment and amendments before formally sent to the Committee	

10. Coffee Mornings

See also [Section 4 Guidelines for All Events at the Friary](#)

10.1 Friary Layout for Coffee Mornings

1. At least 8 round tables (more if new members who have not already attended a New Members meeting are also being specifically encouraged to attend) with six chairs per table, in the centre of the Hall, with enough space between them for people to move around.
2. A RUG Lead to bring along the plastic tablecloths and table decorations to adorn the tables
3. Two long trestle tables near the back wall facing the stage for the Bookstall (if taking place).
4. One long trestle table by the wall with the main door for the jigsaws and DVDs
5. Tables for additional stalls (autumn coffee morning only)

10.2 Additional Stalls (besides the usual Bookstall) for Autumn Coffee Morning

1. For guidance on the Bookstall see section [Friary Hall Talks](#) section 6.3
2. In the past individual u3a members have come forward to ask the Committee if they might run a stall in aid of a local charity.
3. To approve this the Committee needs to know:
 - The u3a member
 - The nature of the goods to be sold
 - The local charity to which the proceeds will go
4. The u3a member running the stall to be informed that they are responsible for manning the stall (no RUGS involved) and dealing with all cash floats and proceeds. Their requirements in terms of tables and chairs need to be determined and communicated to the [Assistant Groups Coordinator](#).

11. RUGS Party

11.1 Venue & Booking

1. The **RUG** selects the venue (subject to costs). Their current preference is for the Holy Trinity Church Hall, the smaller of the two available (see **APPENDIX 1** for contacts).
2. The **Lead Trustee** should contact the **RUG Administrator Lead** some months in advance to confirm the preference for date and time. In the past a Friday afternoon in late November (after the AGM but before the Christmas Party) has been selected.
3. As many **Trustees** as possible should try to attend, to show their appreciation of the RUG's work, but as long as at least four or five can be present Trustees' availability should not influence the date agreed.
4. The **Assistant Groups Coordinator (AGC)** is also invited, in recognition of the fact that he acts as the **RUG's** main point of contact during the year.

11.2 1 Month in Advance: Invitations to RUG Members

1. The **Lead Trustee** drafts the invitation which is then disseminated to RUG members by e-mail (or phone/post for those who do not use e-mail) by the **RUG Administrator Lead**, as RUG members are more likely to read. The invitation asks the RUG members to respond to the Lead Organiser on whether they are able to attend or not. Some chasing up (by the **RUG Administrator Lead**) is usually required.
2. There are usually around 35 members of **RUG**, but in practice not all will have volunteered during the previous year. Those members tend to decline the invitation.

11.3 1 Week in Advance: Other Preparations

1. The **Treasurer** advises the **Lead Trustee** of the budget. The **Lead Trustee** is responsible for ensuring the food is ordered/purchased, with numbers – including the **Trustees** and **AGC** as well as the **RUG members** – confirmed a week or so beforehand.
2. The **Lead Trustee** should also confirm which **Trustee** (with transport) collects and delivers the food on the day.
3. The **Lead Trustee** needs to make arrangements with St Mary's Southgate Church (which oversees Holy Trinity) for the unlocking, and relocking afterwards, of the hall on the day.
4. If the plastic tablecloths are required then arrangements will need to be made with the holder (see **APPENDIX 2**).

11.4 On the Day

1. The **Trustees** should arrive 30 minutes before the party begins to set up the tables (3 or 4 long runs placed near to one another to encourage mixing) and chairs. They should bring along plastic bags for rubbish.
2. The food is set out buffet style on tables along the wall so that all can help themselves.
3. The Trustees clear up afterwards, deal with the rubbish, and ensure the hall is locked-up and the key handed over as requested by St Mary's Southgate.

12. Constitutional Meetings (Annual Fees and AGM)

12.1 General

1. See [Section 4. Guidelines for All Events at the Friary](#) for the general Friary procedures around Bookings, liaison with the Caretaker and clearing up afterwards.
2. The legal and governance aspects of these meetings, including the sending out of agendas and, for the AGM, the organisation of elections, are covered in the [Crawley u3a Constitution](#) and the [Trustee Tasks List](#).
3. There are no Bookstalls or notice boards at these meetings.
4. As for the Friary Hall Talks, a table is set up near the door for the **RUGS members** dealing with registration

12.2 Annual Fees Meeting

5. Event and Booking times are covered in [Section 2.4](#)
6. The standard procedure for Committee approval of dates for events which do not automatically take place on the 2nd Friday afternoon of the month is followed ([see section 2.6](#))
7. When the invitations are sent out members are asked to say whether they intend to attend. **The Lead Trustee** then determines the layout dependent upon the numbers expected to attend. It may be formal, as for the AGM, or more informal with a semi-circle arrangement of chairs.
8. The intended format needs to be communicated to the **Assistant Groups Coordinator (AGC)**, a couple of weeks beforehand, along with any equipment to be borrowed from the Friary. The **AGC** will communicate these requirements to the **Friary Caretaker**.

12.3 Annual General Meeting (AGM)

1. If there are no constitutional, or others matters requiring extensive debate, on the AGM Agenda, then some type of entertainment (e.g. a slide presentation by the Chair, music or singing from a Group) may be incorporated, to take place after the official AGM activity is concluded. This will need to be approved in advance by the **Committee** and the **Lead Trustee** will need to contact relevant Groups and ensure any necessary equipment is available ahead of the meeting (if intending to borrow Friary equipment then the **Assistant Groups Coordinator (AGC)** needs to be informed a couple of weeks beforehand).
2. Care must be taken when advertising the AGM that a quorum (10% of members) is achieved but that numbers attending do not, when combined with trustees, RUG members and any entertainers, do not exceed 120 (because of the Friary insurance regulations).
3. The AGM Layout is formal i.e. rows of chairs facing the stage (as for default Friary Hall Talks layout) with c100 chairs. One long trestle table for the Chair and other Trustees speaking, plus the **Minutes Secretary**, facing the members

13. Group Leader (GL) Meetings (including Fees for St Pauls Groups)

13.1 General

1. Event and Booking times are covered in [Section 2.4](#)
2. The standard procedure for Committee approval of dates for events which do not automatically take place on the 2nd Friday afternoon of the month is followed ([see section 2.6](#))
3. These meetings are held at the St Pauls, preferably in the Canteen. The **Groups Coordinator** makes the decisions over the layout and equipment requirements.

13.2 Termly Group Leader (GL) Meetings

1. The **Groups Coordinator** is responsible for the content of the agendas, subject to approval by the Committee. The **GLs** themselves should be given the opportunity to add items.
2. Refreshments are normally prepared and served by **RUG members** who are attending the meeting in their capacity as **Group Leaders** (of the RUG and/or other groups). Cakes rather than biscuits are provided to thank the **GLs** for their efforts.
3. As the **Groups Coordinator** facilitates the meeting, the minutes are taken by the **Secretary**. These need to be subsequently approved by the Committee, along with any actions. The **GLs** themselves should be given the opportunity to comment on these before they are finalised and placed, along with the agenda, on the Group Leaders page of the website.

13.3 Fee Meeting for St Pauls Groups

1. Since numbers attending this meeting are much lower than for the termly [GL Meetings](#), **RUG members** are not asked to provide refreshments, especially if the St Pauls Loaves and Fishes café is expected to be open.
2. No formal minutes are taken, the Treasurer or Groups Coordinator simply note down the fee per session agreed and report back to the **Committee**.

APPENDIX 1: Contact List**Crawley u3a Trustees & Support Roles**

Role	Holder	E-mail	Phone
Trustees			
Chair	Jim McGough	Chair@crawleyu3a.org.uk	01293 459213 07704 870040
Vice Chair	Alan Rew	cdsplormel@gmail.com	01444 811507
Secretary	Margaret Lloyd	Secretary@crawleyu3a.org.uk	07922 824022
Treasurer	Graham Friday	Treasurer@crawleyu3a.org.uk	07982 424533
Communications Coordinator	Sue Parker	sueparker5@yahoo.co.uk	07855 911357
Groups' Coordinator	Janet Newson	access.coordinator@crawleyu3a.org.uk	07775 583220
Temporary New Members Contact	Sue Parker	sueparker5@yahoo.co.uk	07855 911357
Temporary Membership Renewal Contact	Margaret Lloyd	Secretary@crawleyu3a.org.uk	07922 824022
Events Coordinator	Vacant	Volunteers welcome	
Systems Coordinator	Vacant	Volunteers welcome	
Support Roles			
Assistant Groups Coordinator	Peter Beckley	peter.beckley@yahoo.co.uk	01293 446415 07599 247529
Speaker Organiser	Liz Tenant	liztenant06@hotmail.co.uk	01403 711468 07394 653430
RUG Administrator Lead	Isabel Baker	isabelbkr@icloud.com	07807 157337
RUG Operational Leads	Sue Mearns	suemearns@hotmail.co.uk	01293 885042 07990 517416
Equipment Storage & Loans	Graham Friday	Treasurer@crawleyu3a.org.uk	07982 424533

Contacts for the Friary Hall, St Pauls & Holy Trinity

Friary Hall	
Address & website	Haslett Avenue West, RH10 1HR www.crawleycatholic.church
Bookings Contact	Agatha Anyanwu, Parish Support, reception.crawley@abdiocese.org.uk Tel 01293 524176 Available during her office hours: Mondays – Thursdays 10:00 – 15:00.
Caretaker	Stephen Bloy, stephenbloy@hotmail.com

St Pauls Methodist Church	
Address & Website	Woodfield Road, Northgate, Crawley RH10 8ER www.crawleymethodistchurch.org.uk The Room Hire page of the website shows photos of all rooms available for hire along with information on size, people capacity, and audio-visual equipment. <i>Note that St Pauls only takes bookings for the next September – August year from the start of August immediately preceding the period to be booked.</i>
Bookings Contact	Nicola Postle, Room Bookings Manager, crawleymethodistchurch@gmail.com
Loaves & Fishes Cafe	Open 10:30 – 13:30 Tuesday – Thursday during school term times. Serves drinks, cakes & light lunches.

Holy Trinity Church, Tilgate	
Address & Website	Titmus Drive, Tilgate, Crawley RH10 5EU www.holytrinitytilgate.co.uk
Bookings Contact	Janet Kensey, Parish Administrator, Tuesday, Thursday & Friday 10:00 – 13:00 E-mail saintmaryssouthgate@gmail.com Tel: 01293 547261

Accessibility information for these venues is included within the [Venue and Location Accessibility Guide](#) to be accessed via the Groups page of the Crawley website.

The **Secretary** holds copies of all [Terms and Conditions](#) for the hire of each of the above.

Other External Contacts

Leage of Friends Crawley Hospital	
Contact for Friary Bookstall	Rosalind Phipps (also a u3a member) E-mail: Rosalind.slc@hotmail.co.uk , Tel 07966 191341

Crawley Borough Council	
Information on the use of Bandstand, Gardens & Parks, & Community Centres.	Information Website: https://crawley.gov.uk/culture [relevant sub-page] Hire charges: https://crawley.gov.uk/council-information/council-finance/fees-and-charges
Bookings & Enquiries	Facilities Team E-mail facilities@crawley.gov.uk Telephone Numbers (8:30 – 17:00) Bandstand Hire & Memorial Garden: 01293 438188/89 Community Centres: 01293 438362

APPENDIX 2: Equipment Available for Events

Equipment held for use at Crawley u3a Events and by Groups	
Description	Holder
Audio-visual	
10m Extension Lead & Wind-up Case	Treasurer
4 Gang Ext Lead	Treasurer
Aver Media AverVision CP155 Visualiser and Avermedia Light box (for use with acetates)	Treasurer
Hitachi EDX42 EX-X42Z Projector and Carry case (links up to lap-tops)	Treasurer
Canon Projector and case LV8300	Treasurer
PropVue 60inch portable Projection screen (suitable for rooms in St Pauls, not suitable for Friary talks)	Treasurer
ONLINE N74 portable rechargeable Voice Amplifier (not all users find it easy to use)	In Quiz Bag, normally held by Asst Groups Coordinator
XuanPad 2024 5G WiFi Bluetooth Projector (purchased 2024)	Treasurer
Small portable microphone for use at St Pauls (purchased 2024)	Treasurer
Bose Acoustic Wave CD player	Treasurer
Outdoors Events & Display	
Bunting approx. 20 metres	Treasurer
2m Tear Drop Flag (banner, cross base and carry case)	Chair
3 x Open sided Gazebos	Treasurer
2 Crawley u3a display banner 5ft x 3ft	Treasurer
4 u3a Tabards (1 L, 3 XL)	Ass Groups Coordinator
Documents & Leaflet Display	
Two foldable Display Board with a carrier bag for each (1)	Comms Coordinator
Metal 4 magazine display rack	Treasurer
6 x Clear Acrylic A4 sign holders (for publicity, advertising & display)	Treasurer
4 clear acrylic clipboards	Groups Coordinator
Pencils ordered for the 2023 Open Day	RUGS Administrator Lead
2 x u3a branded display noticeboard/whiteboards with folding easel x2	Treasurer

Small Items & RUGS Supplies	
Dustpan & Brush (for use at the Friary)	RUG Administrator Lead
2 x Handheld counter/clicker	RUG Administrator Lead
Lanyards with plastic pouches for name tags	RUG Administrator Lead
Box of 8 pencils for use at individual Open Day tables (& for similar purposes)	Groups Coordinator
22 plastic tablecloths (6 red, 6 orange, 6 dark green, 2 light green, 1 purple, 1 patterned red)	RUG Refreshments Lead
Vases (for table decoration)	Secretary
9 tea-towels, 2 pairs rubber gloves & washing up liquid	RUG Refreshments Lead
Supplies of tea & coffee (inc decaf, red bush tea and herbal tea)	RUG Refreshments Lead
Brown and white sugar sachets & biscuits	RUG Refreshments Lead
Books of raffle tickets	Maggie Berrill Tel: (01293 515271)

(1) Each display board has 3 panels of width 69cm and height 93cm so total width when fully open is 207cm. No legs so need to sit on a table

Equipment which can be borrowed from The Friary for Friary Events

Held by the Caretaker. These need to be requested a few days in advance of the event

The Friary owns a Party-215LED MKII Light & Sound System which comprises a large speaker system with 2 microphones as follows:

1. One wireless linked (frequency 864.5 MHz) roving microphone (i.e. it does not need to be physically linked to the sound system to work). Mustard coloured end
2. One SMS8 dynamic microphone (frequency 863.5 MHz) physically linked to the sound system IMP. There is a stand also.

The hire charge is £10 a meeting.

No screen available so use wall at the back of the stage instead

APPENDIX 3: Documents Available for Use and Display at Events

Documents	Contact	Web-Page (for download)
New Members Application Form	Temporary New Members and Membership Renewal Contacts	Members
Members Renewal Form		
Guest Members Form		
Membership Fee Payment Options		
Gift Aid Declaration and Advice		
Members Information		
Downloadable Groups Information (updated every few weeks)		
Venue & Accessibility Guide	Groups Coordinator	Groups
Laminated copy of Venue & Accessibility Guide		n/a
Current Crawley u3a Publicity Leaflet & Poster	Communications Coordinator	n/a
Current Newsletter		Members
Copies of newsletters for previous 12 months		Previous Newsletters (accessible from Members page)
Leaflets advertising specific groups with vacancies (where available)	Groups Coordinator	Relevant Group Page
Older newsletters and historical documents	Secretary	n/a