

Event Planning : Ideas and Suggestions : Frankston Photographic Club

Frankston Photographic Club

Introduction

The Frankston Photographic Club provides outings and gatherings for club members to broaden their photographic skills and to build bonds / friendships between members.

If an Event is approved by the committee, all participating members are covered by the clubs Public Liability insurance.

The following are Guidelines for getting approval for these events by the committee.

NOTE: Most of the time all events will be accepted as approved as long as:

- There are no conflicts with other Club Events, or VAPS, Courses or Exhibitions
- All required information is presented prior to a committee meeting
- Proposed events are planned to be held at least two months after the committee meetings

Requirements for FPC Event Approval

For an event to be APPROVED without much discussion or change to event planning details by the committee of the Frankston Photographic Club:

- Certain event details needs to be provided so that it can be evaluated for approval
 - o Event Date (proposed – this may change due with committee discussions)
 - o Meeting Place (camera club, venue, train station etc.)
 - o Meeting Time (allow time to load up vehicles etc.)
 - o Transport (walking, car pooling, community bus, coach, train etc)
 - o Cost (transport, fuel sharing, entry fees etc.)
- Event Leaders and Contacts need to be nominated beforehand to ensure a single person is not responsible for running all events
- A basic Event Risk Assessment needs to be completed and submitted to minimise any concerns of the committee.
 - o NOTE: This may be difficult if this is the first event at a particular venue
 - o NOTE: A reconnaissance visit may be required and will be considered an overhead
 - o NOTE: some basic Event Risk Assessment templates are available. See Appendix X

Weekend Workshops

Social Gatherings – with Cameras, maybe

Day Tours - Close to Frankston

Day Tours - City

Overnight or Extended Stays

The Guidelines I wish I had...

- Plan to submit events for (This Month + Plus Two)
 - If this month is August, you must be submitting events for approval for October
 - NOTE: There is a list of places and venues on the website that can be used for guidance
 - NOTE: There is a list of events in the website calendar that can be copied and edited
 - NOTE: It is easier to choose places unless a specific event has a long lead time.
- Try to align the Events being submitted with the Camera Club Monthly Competitions
 - If this month is August, you must be submitting events for approval for October
 - Competitions are determined at the beginning of a Calendar Year and will be provided to all committee members
- Plan to have approximately two events per month
 - Try to ensure the events are not held on the same weekends every month
 - Alternate weekends can allow for more member participation
 - Try not to have too many events
 - Try not to have not enough events
- Have a huge stash of events that can be selected for approval to meet the Club's and Committee's strategic plans and directions for members and Club Competitions
- Don't make events too far away
- Don't make events that cost too much

Learnings – So Far (to be discussed and approved / recommended by committee)

- What should be the recommended **minimum numbers** of booked participants required before an event is cancelled due to low numbers?
- When configuring events on the website make sure
 - Booking numbers include a
 - Minimum
 - Maximum
 - To prevent people from overbooking and locking out other participants.
 - Have a cut off date for event bookings
 - This will be dependent on venue booking requirements
 - This must be listed in the event text

- ☐ Team / Event Leader / Event Guide contact details are promoted on event listings
- Other
 - ☐ To Be Confirmed

Risk Assessments

The Frankston Photographic Club needs to determine what level of Risk Assessment is required.

Terms and Conditions: Frankston Photography Club (TBC)

- If you are under 18 years of age (minors) you will require a parent or guardian to accompany you on this event.
- Please let the Frankston Photographic Club know if you have any known health issue before the event and ensure you bring any required medication or aids with you while on this event.
- By making a booking for this event you are automatically added to the official participant manifest for this Frankston Photographic Club approved event
 - o **NOTE:** *If you attend this Frankston Photographic Club approved event without making an online booking, you will not be included on the official participant manifest for this event*
- To ensure safety of all participants on this Frankston Photographic Club approved event, participants must:
 - o Be paired with at least one other event participant
 - o *A) Be in constant contact with other participants by whatever means is available to all other participants (usually mobile phone)*
 - o *B) Be able to contact other participants quickly should the need arise (usually by mobile phone)*
 - o Add the Event Leaders contact details into their mobile phone

Are there any other suggestion to improve the safety and communications of participants

Is there a way of adding a switch to each event application that users must accept before a booking is made?

NOTE 1:

- Due to the scheduled meeting dates of the committee, any events for the approximately the first half of the month CANNOT be submitted for approval as the dates would already have passed.

NOTE 2:

- Events that are found in local newspapers etc usually have a two week lead time. This is insufficient to gain committee approval due to the scheduled date

NOTE 3:

- <http://www.frankstonphotoclub.com.au/events/>
- <http://www.frankstonphotoclub.com.au/places-venues/> (starting point for ideas)

NOTE 4:

- Ideally, events will be relevant to the Club Competition Subject

Promotion of Events and Frankston Photographic Club

- www.splashcard.com.au

Update digital presence

- http://www.buy-n-shoot.com/component/option,com_mtree/Itemid,27/task,viewlink/link_id,548/

Other

- <https://sitedesq.imgstg.com/site/index.cfm?orgId=7627>

Details for Calendar Events in the website

- Name :
- Date
- Start Time
- End Time
- All Day?
- Long Description (displayed when the event is opened)
- Short Description (displayed as a summary)
- Address (the event will not display if there is not an address)
- Bookings (for all approved events, allow booking. This becomes the participant manifest)