



# Gymnastics Festivals

Guide to organising & running a festival

**British**  
**Gymnastics**  
More than a sport

## Using the Guide

This guide is designed to assist British Gymnastics (BG) clubs, schools and leisure centres who wish to set up local festivals. The information contained gives an overview of all the elements that need to be considered at an event, such as the planning stages, what to expect on the day and advice and top tips on what to do after the event. The guide is not exhaustive and some of the templates may not be applicable to every event or situation. The document will help to make the organisation simple and easy to do to ensure your festival runs smoothly.

The document is split into sections which relate to the stages of planning and delivering an event. At the end of each section is a 'Checkpoint' which highlights the main actions to be completed within that stage. In addition to the support and information provided in this guide, templates to help you effectively plan and manage your festival are also included.

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# 1. Getting started

It is really important to make decisions about the format of the festival in the first instance. Follow the tasks below to ensure that the basis of your festival is agreed before you get started.

Task 1:

Recruit a Festival Organising Team. This will help to delegate tasks and responsibility and ensure that the organisation of the event is shared. One person should be identified as the 'Festival Organiser' and it is their role to have overall responsibility for running the event and final decision making.

Task 2:

With your Organising Team, gain a good understanding about your event:

- Why you are running the festival?
- What will the club, participants, parents gain?
- Who is the festival for?
- What age group will the participants be?
- How much money do you have to spend?
- What space, time, workforce and equipment will you need?
- Will the event have a theme?

Task 3:

Think about the logistics:

- When is the best date and time for the festival?
- Will this allow for enough time to plan?
- How long will the festival last?

Where is the most suitable venue?

- Can the club's training venue and facilities be used?
- Can the venue accommodate participants and spectators?
- Does the venue have facilities for disabled people?
- Does the venue offer additional space for warm-up areas?
- Is the venue affordable?

Who are the key people required to support the running the event?

- How many people are needed to plan the event?
- How many people are needed to run the event on the day?

(Please refer to 'The Volunteer Workforce on page 7 for guidance on the range of personnel likely to be needed).

## Checkpoint 1

Task	Complete?
Task 1	<input type="checkbox"/>
Task 2	<input type="checkbox"/>
Task 3	<input type="checkbox"/>

## 2. Planning

The action planning process starts by identifying all the Key Areas of the festival and agreeing the responsibilities that fall within each area. As a Festival Organising Team you should select the Key Areas that are most relevant to your event. This table shows some of the Key Areas to consider and should be adapted to ensure it is relevant to your festival.

<b>Key Area</b>	<b>Responsibilities</b>
Facilities	Booking the venue, access to venue, car parking for officials/ spectators, refreshment area for officials, medical area, poster/ banner sites, security, changing rooms for participants.
Equipment	Apparatus, sound systems, entrance door and control.
Activity	Setting the event programme, managing schedules and running orders.
Administration	Festival entry forms, event programme, procedures and policies, tickets, insurance, rules and regulations, Temporary Event Notice (local council), VIP list, code of conduct.
Finance	Budget sheet created, income and expenditure managed and inputted, expense claim forms, invoices paid.
Workforce	Announcer, music steward, marshals, entrance door attendants, car park security, official photographers, volunteers
Support services	Catering, emergency services, medical, clubs, British Gymnastics
Transport	Car parking process for participants and spectators, drop off and collection of apparatus.
Presentations	Certificates, announcer's briefing, guest speakers, VIP presentations.
Health and safety	Risk assessments, emergency planning, first aid provision, insurance
Marketing	Creation of posters/banners, event awareness on local radio and television and in local newspapers.
Post event	Cleaning and tidying venue, participants and spectators depart safely, review and feedback

Once the Organising Team has decided upon the key areas and responsibilities of the festival and created a table similar to the above, a specific Action Plan can be created for each key area.

Setting out an Action Plan from the beginning is the best thing to do to make festival planning as simple as possible. Within an Action Plan timescales and target dates are set for the festival and it will also help to ensure tasks are delegated to members of the Team.

An Action Plan breaks down the responsibilities into tasks, outlining who is responsible, the action that is needed to be taken and by when. Below is a basic example of an action plan for the Key Area of Administration and Finance. This can be adapted to suit all Key Areas and tasks can be delegated to either one person or too many different people within the Organising Team, depending on the size of the tasks.

<b>Task</b>	<b>Action</b>	<b>Who is responsible?</b>	<b>Date</b>
Entry Form	Produce, print and distribute		
Programme	Write information, create and print		
Budget	Produce and agree all costs (income and expenditure)		
Tickets	Create, print and set up buying process		
VIP	Write and distribute invitations and collate attendees.		

One of the roles of the Festival Organiser is to collate all the action plans together to ensure they have full awareness of all the tasks and actions, who is responsible for them and when they are due to be completed. To enable the Festival Organiser to monitor the timescales effectively, the tasks within each plan can be transferred onto a Festival Timeline. The example Timeline on page 6 could be adapted to suit your event and include the tasks identified from the Action Plans.

## Checkpoint 2

<b>Task</b>	<b>Complete?</b>
Key areas identified	<input type="checkbox"/>
Action plan In place for each key area	<input type="checkbox"/>
Timeline in place	<input type="checkbox"/>

## Example Timeline

Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	The Event
1 Confirm venue	■							
2 Prepare budget	■	■						
3 Festival committee meeting	■			■		■	■	
4 Confirm apparatus and sound		■						
5 Confirm medical arrangements		■						
6 Create a Team Information Pack		■						
7 Order rewards		■						
8 Entry forms out			■					
9 Marketing posters, adverts			■					
10 Confirm announcer and caterer			■					
11 Entry forms closing date				■				
12 Write timetable and send to clubs					■			
13 Write timetable and send to officials					■			
14 Source volunteers for 'on the day'			■					
15 Invite VIPs			■					
16 Write programme and print						■		
17 Confirm tables and chairs and arena dressing						■		
18 Write briefing notes							■	
19 Health and safety checks and risk assessment							■	
20 Brief coaches								■
21 Brief volunteers								■
22 Brief medical								■
23 Brief announcer and music steward								■
24 Brief catering								■
25 Brief VIP liaison volunteer								■
26 Thank all volunteers and officials								■

## 3. Additional Planning Information

### Health, Safety and Welfare

It is essential to plan and prepare the health, safety and welfare aspects of your festival to ensure:

- Emergency procedures are in place
- Any emergency training requirements have been identified
- First aid services are addressed
- Photography policy is in place
- DBS checks are in place (previously known as CRB)
- Risk Assessments are in place

The British Gymnastics Child Protection Policy for children and vulnerable adults must be adhered to at all events. A nominated Festival Welfare Officer should be appointed to liaise with the Festival Organising Team before, during and after the event.

Create a map of the venue showing all emergency exit points and where first aid provision is located. This will help to prepare coaches and gymnasts and can also show the layout of the apparatus, changing rooms, toilets etc. A venue map can be included in the Team Information Pack (page 16)

### Marketing and Promotion

Spectators can make your event come to life, cheering on the participants and creating a great atmosphere in the venue. Their entry fee also forms an income stream for the event and getting the marketing and promotion right and increasing the numbers of spectators can contribute to the success of the event.

When marketing your event, consider the key message you want to get across along with the person you are targeting to read the information. For example, when selling tickets, the cost and availability of tickets is the key message and the reader will most likely be family and friends of the gymnasts. When informing the local press and media, the message will be the time, date and the reason the festival is taking place. Thinking about marketing in this way will help you to communicate the right message to the right people.

### Insurance

The Festival should take place in a BG recognised environment. If the environment is not recognised by BG, the Festival Organiser should check and/or confirm insurance cover with British Gymnastics. Additional insurance may be required. All participants entering your festival must be registered with British Gymnastics and that all coaches are suitably qualified to cover the level and discipline being performed.

Always ask for copies of the insurance and risk assessment forms from contractors who will be on site at the event e.g. equipment suppliers, sound and lighting technicians. Check these to ensure that the insurance cover is adequate and that the risk assessment covers all equipment and the event specifications you have outlined.

### Finance

It is good practice to have any facility/venue bookings and other capital expenditure items (e.g. t-shirts, printing) confirmed in writing, along with any specific terms and conditions to ensure that a formal agreement is in place and policies are understood and adhered to i.e. Cancellation policy. This will support you, should there be a problem with the venue or any items ordered.

## Licensing

In some instances you may be required to apply for a Temporary Event Notice even if the venue you are using holds a licence to be able to host a festival. It is advised you check with your local council as this will differ throughout the UK. Councils do have a small charge associated with this, which needs to be submitted 10 days before the event. It is advised that you check with your local council as soon as your date and venue have been confirmed.

## Checkpoint 3

Task	Complete?
Health, safety and welfare points in place	<input type="checkbox"/>
Risk Assessment drafted	<input type="checkbox"/>
Event marketing in place	<input type="checkbox"/>
BG membership check in place	<input type="checkbox"/>
Venue insurance confirmed	<input type="checkbox"/>
Insurance cover for external companies	<input type="checkbox"/>
Insurance checks in place	<input type="checkbox"/>
Contracts/agreements from any external companies/providers in writing	<input type="checkbox"/>
Temporary Event Notice given	<input type="checkbox"/>

## 4. Volunteer Roles

To support the Organising Team, volunteers could be recruited to carry out various duties.

The list below summarises some key volunteer roles that may be needed.

**Event Manager** – This person directs the event and passes instructions to the Floor Manager to ensure the gymnasts are ready at the correct times and the event schedule is followed. They may also instruct the lighting and music steward and the announcer to ensure they are keeping the event to time and the correct lighting is used and music is played for each team.

**Volunteer Co-ordinator** - This person helps to oversee the volunteers on the day of the festival. They will be a point of contact if the volunteers have queries.

**Floor Manager (Front of House)** - This person co-ordinates the movements within the performance area and they should ensure that everyone follows the schedule of the festival and a smooth transition between teams is maintained.

**Floor Manager (Back of House)** - This person ensures each group is ready to enter the performance arena (PA) on time. If there is a separate warm-up area, this person will liaise with the warm-up area Marshals.

**Warm-up area Marshal** - This person supervises the warm-up and preparation. Depending on the number of teams, the Festival Organising Team may set warm-up times for each team, reflecting the running order of the event.

**Door Marshals** - This person supervises the front of the venue keeping count of the amount of people inside. This is also a great role to meet new people, talk to the spectators and a chance to enjoy the atmosphere and spirit of the event.

**VIP Liaison** - This person will be the point of contact for the VIPs. They will meet all VIPs, show them to their seats and provide them with refreshments and a programme. They should also arrange for the VIPs who are participating in a presentation ceremony to be in place in good time for the Floor Manager to brief them on their task.

**Registration Assistant** - This role involves the registration of the teams on their arrival and providing them with all the relevant details of the day, taking the teams' music, checking the information on each CD is accurate and clear, and handing out any relevant competition identification.

**Stewards** - The role of a Steward involves ensuring that only correctly accredited people have access to designated areas and to ensure the spectator area is safe for evacuation if necessary. Depending on provision by the venue host, additional Stewards may be required to act as Spectator Stewards. They will be responsible for the health and safety of spectators, e.g. ensuring passageways are free from obstruction.

**Announcer** - This is one of the most important jobs in creating a successful event on the day. The communication of information to the audience and teams prior to and during the festival is vital. The announcer should have a clear voice, be enthusiastic and confident. They should be able to relate to the participants and spectators adding to the atmosphere at the event.

**Music Steward** - The Music Steward co-ordinates all the music throughout the event, with background music prior to the introductions and for each team's performance. This person should have all the teams' performance music ready in order of their performance to make the day run smoothly.

**Festival Welfare Officer** - This person will attend meetings of the Festival Organising Team to ensure policy and procedures are effectively implemented and maintained. On the day of the event, they will be on hand to deal with any Welfare issues.

**Timekeeper** - Where teams are restricted by time, e.g. a 10 minute performance, the Timekeeper should be used to monitor the duration of performances so that the whole event does not run over time.

**Apparatus Stewards** – These people are responsible for moving and lifting apparatus on and off the floor area. They also ensure that the apparatus is ready for the next teams that are due to perform and have a list of the apparatus each team needs in preparation.

## Checkpoint 4

Task	Complete?
Identify the volunteer roles needed	<input type="checkbox"/>

## 5. Recruiting and Supporting Volunteers

Having a number of prepared, ready and willing volunteers will help the festival to run smoothly on the day. The volunteers will be giving up their free time to help at the event so it's important to make their volunteer task enjoyable and for them to feel valued.

When recruiting people to volunteer at the event, consider the following:

- What tasks will the volunteers perform?
- How many volunteers are needed to cover the day?
- What times are the volunteers required?
- Is the day split into in shifts?
- Are there guidelines for each task?
- What skill set is needed to complete each task?
- Will volunteers require training for their tasks?
- What support will they require from other volunteers/Festival Organising Team?

It is really important that volunteers are contacted before the event to ensure that they are prepared for their role and understand the expectations.

It would be useful to write/email the selected volunteers with the following information:

- The aim of the festival
- Where & what time they are expected and how long they are needed (address including postcode)
- What they should wear or details of uniform
- Refreshments available
- Timetable showing breaks for refreshments
- Where and to whom they should report on arrival
- Any car parking arrangements and car park passes
- The smoking policy of the venue
- Any health and safety information that may be needed.
- An expense claim form and details of how any expenses will be settled
- A copy of the volunteer role description
- Contact numbers in case of difficulty

It is also important to obtain information from your volunteers to help you to prepare:

- If volunteers are under 18, written permission must be gained from a parent/guardian
- Check any dietary requirements if you are providing food
- Obtain an emergency contact number and details of any special requirements that may be needed

### Checkpoint 5

Task	Complete?
Volunteers recruited	<input type="checkbox"/>
Volunteers contacted prior to the event	<input type="checkbox"/>
Volunteers available matched to roles	<input type="checkbox"/>
Volunteer information obtained	<input type="checkbox"/>

## 6. Final preparation for the Festival

It is important that the Organising Team, volunteers and coaches are briefed at your event and that they fully understand how the event will run. Information briefings contain details about the general running of the event and also any emergency procedures that need highlighting. Below are examples of the areas that could be covered in your information briefings.

### Information briefing for Festival Organising Team and Volunteers

- Hold this briefing for all stewards, marshals and volunteers prior to the start of the event
- Ensure all volunteers understand their role and responsibilities and who to report to
- Detail the emergency and evacuation procedures
- Cover the emergency arrangements for evacuation/serious injury, who takes charge, who maintains order among spectators and who the medical staff are and where they are located
- Work through the running order and disseminate copies
- Allow time for any questions to be asked and answers given

### Information briefing for coaches:

- Hold this briefing following team registration, prior to warm-up
- Ensure all team coaches understand the location of medical personnel
- Introduce teams to the Festival Welfare Officer
- Explain the pathway the gymnasts will follow to get on and off the performance area
- Explain the use of apparatus and how teams will move apparatus on and off the performance area.
- Reiterate the major parts of the event Health and Safety policy. E.g. no jewellery, no visible body piercing – this includes coaches.
- Explain the fire evacuation procedure

Adopt a positive approach to your briefings, remembering to emphasise the aim of your festival and the importance of making the event a fun and enjoyable experience for all involved.

You may also have the possibility of a rehearsal before the event begins. This could be on the day of the event or a few days before depending on venue capacity and time constraints. Having a rehearsal allows time for the gymnasts to familiarise themselves with the environment, the apparatus and the space. It also gives the lighting and music stewards, the apparatus stewards and the announcer additional opportunity to prepare.

Event Schedule - An event schedule or running order for the day will ensure that all volunteers, coaches and participants know where they need to be and when. The example below shows a basic schedule which can be further developed depending upon the scale of your event.

## Example Event Schedule

Time	Activity
10am	Arrival of Festival Organising Team and volunteers
10:15 – 10:30	Information briefing to volunteers
10:30 – 12:00	Equipment and Arena set-up
12:00 – 12:30	LUNCH - Organising Team and volunteers
12:30 – 13:00	Registration of all teams
13:00	Information briefing to coaches
13:15 – 14:00	Warm up
14:00	Arena opens to spectators
14:15	Teams in warm up/holding areas
14:30pm – 14:35	FESTIVAL STARTS – Intro
14:35pm – 14:40pm	Team 1 performs
14:40pm – 14:45pm	Team 2 Performs
14:45pm – 14:50pm	Team 3 performs
14:50pm – 14:55pm	Team 4 performs
15:00pm – 15:05pm	Team 5 performs
15:05pm – 15:10pm	Team 6 performs
15:10pm – 15:15pm	Team 7 performs
15:15pm – 15:20pm	Team 8 performs
15:25pm – 15:30pm	FESTIVAL ENDS – closing speech
15:45pm	Arena clear of spectators
16:30pm	All participants and coaches have left the venue
16:30pm-17:30pm	Venue cleaned and tidied

## Checkpoint 6

Task	Complete?
Write information briefing notes for Festival Organising Team and volunteers	<input type="checkbox"/>
Write information briefing for coaches	<input type="checkbox"/>
Write the schedule of activity	<input type="checkbox"/>

## 7. On the Day of the Festival

The planning and preparation is now in place for your event which should ensure everything runs smoothly. You may have planned additional tasks that are delegated as duties to volunteers or the Organising Team that also need to be done on the day of the event.

The information below gives additional suggestions as to those tasks which should be completed on the day of the festival:

- Set up the performance area and the warm up area
- Set up spectator seating and participant seating
- Distribute signage around the venue (including photography policy and first aid points)
- Set up any exhibition stalls
- Set up a welcome desk for teams to register and pick up any information they may need
- Set up a ticket collection or ticket sales point that is easy to view and can accommodate a queue.
- Set up the VIP area
- Check catering arrangements
- Ensure all toilets and changing rooms are open, clean and accessible
- Check that the arena layout allows sufficient room for teams and that nothing compromises the fire exits
- Ensure the pathway for gymnasts to enter and exit to the performance area is set out
- Check that any apparatus used is correctly erected and is set to the required heights/dimensions for the event
- Complete and sign the Risk Assessment
- Run through the timetable with the announcer and ensure and changes or withdrawals are noted.

### Checkpoint 7

Task	Complete?
Festival Organising Team member allocated to check arena layout and apparatus on the day	<input type="checkbox"/>
Apparatus check (correct set up and usage)	<input type="checkbox"/>
Complete and sign a Risk Assessment Form	<input type="checkbox"/>

## 8. After the Festival

Once the festival performances have come to an end, it is the responsibility of the Festival Organiser to ensure that all participants, coaches and volunteers leave the venue safely and that the event is 'closed'.

The Festival Organiser should also ensure that all coaches, participants, spectators, volunteers, VIP's and the Festival Organising Committee are thanked for their contribution to the event. This can be done on the day of the event or via email, phone calls or post.

A post-festival meeting is a great way to learn from the event, to gain feedback and to finalise the budget.

It is important that all members of the Festival Organising Team attend the meeting and this should cover:

- A focussed discussion about the success of the event. Is there anything that worked better than expected? Is there anything that could be changed for next time?
- Festival finance. Check through the budget, ensure all expenditure is paid and all income banked as a total. Produce a final budget to be kept on file.
- A short questionnaire should be created at the meeting and then sent to each participating team to gain their feedback of the festival. This feedback should be collated; any immediate issues addressed and then kept on file for the next time you run a festival.
- A festival report should be written to be sent to all participating teams and local media. This report should highlight the success and achievements of the event and contain comments from participating teams, coaches and VIPs. If possible, this should include photographs.

### Checkpoint 8

Task	Complete?
Set a date for the post-festival meeting	<input type="checkbox"/>
Prepare final budget	<input type="checkbox"/>
Obtain names and addresses for local media contacts	<input type="checkbox"/>
Send out questionnaire	<input type="checkbox"/>
Collate and store questionnaire feedback	<input type="checkbox"/>
Send out festival report	<input type="checkbox"/>

## 9. Templates

The following pages contain templates that can also be downloaded from the GymNET Resource Centre once you have registered to run a local festival. These tools will help you to effectively plan and manage your local festival in line with your action plan.

- Festival Finance: Sample Budget Sheet
- Team Information Pack: Information to share with the teams taking part.
- Festival Entry Form: Form containing team details
- Letter of Thanks to Volunteers: To send to volunteers after your event
- Risk Assessment: Form to complete detailing any risks and risk management.

## Festival Finance

Here is an example of how your finance sheet might look; there is a blank one on the following page for you to adjust to your own festival. Please consider VAT where necessary throughout your budget as this can have a major impact on your final values.

<b>EXPENDITURE 'A' ACTUAL</b>	<b>ESTIMATED</b>	<b>ACTUAL</b>
Venue costs	250.00	200.00
Certificates/Rewards	40.00	35.00
Apparatus	0.00	0.00
Sound system	150.00	50.00
T-Shirts	150.00	90.0
Programme	100.00	100.00
Postage	20.00	25.00
Telephone	50.00	40.00
Stationery	20.00	20.00
Medical cover	100.00	150.00
Insurance	200.00	150.00
Artwork	100.00	55.00
Advertising	50.00	50.00
Catering	250.00	280.00
Volunteers' expenses	100.00	120.00
Travel expenses	100.00	95.00
Accommodation	150.00	180.00
<b>Total</b>	<b>1830</b>	<b>1640</b>
<b>INCOME 'B'</b>		
Entry fees	15.00 per team est 20 = 300	240.00
Programme sales	5.00 per programme = 625.00	900.00
Ticket sales	5.00 per person est x250 = 1250.00	1100.00
Sponsorship	100.00	100.00
Advertising	50.00	50.00
Donations	100.00	100.00
Merchandise sales	200.00	150.00
<b>Total</b>	<b>2625</b>	<b>2640</b>
<b>GRAND TOTAL A-B</b>		
Profit/loss	795	1000



## Team Information Pack

To allow teams to plan their entry and attendance at the festival it is important that they have as many details as possible; this will make it easier for teams and increase the number of people attending. Using the guide below you can create a Team Information Pack to answer as many questions as possible that teams may have before they attend.

Things to include within the Team Information Pack are;

- Date
- Venue
- Festival name
- Main point of contact
- Event Programme
- Equipment available
- Insurance
- Performance slots
- Participant requirements
- Coaches Information
- Ticket information
- Music
- Festival venue (map)
- Medical and Welfare procedure

The below information pack is an example of one you could use to send out to your participants. Fill in the gaps with your festival information to complete the template. This template is flexible and can be amended as you wish. If you feel an area is not relevant to your festival, simply remove it from the pack. Any items identified in the following way <> can be altered to match your requirements.

## Team Information Pack

Thank you for choosing to take part in our festival, we hope you have a fun and enjoyable experience at the event. To make your planning easier, we have created a Team Information Pack which should provide you with all the details you need to know. All information that will be confirmed nearer the time, such as the running order, will be sent directly to you via the email you have provided us with your entry form.

Festival Date <insert date>

Festival Venue <insert full venue address>

Festival Name <insert name>

### Event Contact Information

The main point of contact for the event is:

<insert name/role>

<insert contact number/email>

### Outline Event Programme

Activity	Time
Team Arrival (Registration)	
General Warm Up	
Festival Begins	
Festival due to end	

A further event programme will be sent to you by <insert date> detailing the event running order.

### Equipment

Please find below, a list of equipment that will be provided, if you require any extra equipment this will need to be provided and transported by you/your team:

- <Matted floor area>
- <2 x Trampettes>
- <2 x Springboards>
- <1 x Trampoline>

If additional equipment is brought to the event, the Coach in charge of each team is responsible for that equipment, the set up and any risk assessments that should be in place. If you wish to bring additional equipment, you will need to contact <insert name and contact information> by <insert date>.

### Insurance

All gymnasts taking part must be a minimum of Bronze BG members and must be accompanied and accounted for at all times by BG coaches/Club Officials.

## **Performance Slots**

Performance slots are a maximum of <6> minutes. If you require a longer time slot please contact the person below as soon as possible.

<insert name/role>

<insert contact number/email>

## **Participants**

All participants must be at least Bronze members of British Gymnastics throughout training and at the time of the event.

The maximum number of participants per team is <25>.

We will require a list of participants and coaches by <insert date>

## **Coaches**

All coaches must be members of British Gymnastics and the Coach in charge of the team must hold a coaching qualification at Level 2 as a minimum. We have allocated space for <2> coaches per team however we understand that this must meet the needs of the participants and also the coach to gymnast ratio. If you wish to bring more than <2> coaches, please contact:

<insert name/role>

<insert contact number/email>

The coach attending the event must be qualified in the discipline that the gymnasts will be performing in and must be qualified to coach the level of the skills being performed.

## **Spectator Tickets**

Tickets will go on sale on <insert date>

Purchased from <insert name/venue/contact details>

Tickets will cost <insert cost>

## **Music**

Organisers will require 2 copies of the music on different CD's that are clearly labelled. All music used at the event should be made known to the organisers by <insert closing date>

Sent directly to <insert name/role>

<insert contact address/email>

*Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible this can be done online through [www.ppluk.com](http://www.ppluk.com)*

## **Festival Venue**

Please find enclosed a map of the venue. It identifies the changing rooms, warm-up spaces, where the spectators will be sitting and also where the emergency exits are and First Aid points are located. Please familiarise yourself with these details.

We can help you to navigate your way to the venue and provide specific travel and transport information through the contact below.

<insert name/role>

<insert contact number/email>

## **Medical and Welfare**

A trained Welfare Officer will be present at all times during the festival and First Aid provision will be provided. Details of the Welfare Officer will be provided at the Coaches briefing on the day of the event.

**We look forward to welcoming you to our Gymnastics Festival.**



## Letter of Thanks to Volunteers

It is important to thank volunteers after the event to show how much you appreciate them giving up their free time to make your event a success. Below is a sample letter any items identified in the following way <> can be altered to match your requirements.

Dear <Volunteer>

Thank you for making our festival a huge success, without the work of volunteers we would be unable to run such events and we wanted to show our appreciation for the effort you put in.

The main aim of the event was to < > and with the help of volunteers we feel we achieved this aim.

We hoped you enjoyed your day as much as we did and I would like to say a big thank you for all your hard work and I hope we can work together again in the future.

Kind Regards,

.....

On behalf of the Festival Organising Team

## Risk Assessment

A risk assessment should be completed in advance of your event and then signed off on the day to ensure that everything is in place to reduce the likelihood and impact of the risks that have been highlighted.

<b>Date:</b>	<b>Assessed by:</b>	<b>Checked by:</b>	<b>Location:</b>	<b>Assessment ref no.</b>	<b>Review Date:</b>
<b>Task/Event:</b>					

<b>Activity</b>	<b>Hazard</b>	<b>Who might be harmed and how</b>	<b>Measures put in place to control the risk</b>	<b>Risk rating (Low, Medium or High)</b>	<b>Action? (Yes or No)</b>

If a risk is rated as Medium or High, additional action may be required to reduce the likelihood of the risk occurring. Please detail the action that will take place in the table below.

<b>Action Plan</b>				
<b>Activity</b>	<b>Further action required</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Done</b>

## Complete Festival Checklist

The below checklist details all the tasks we think need to be done to enable a festival to be planned and run successfully.

	Task
	Set a date and venue
	Festival Organising Team recruited
	Action Plan written
	Timeline agreed
	Budge Sheet drafted
	Floor space at venue agreed
	Seating agreed
	Car parking agreed
	Additional rooms booked
	Entry fees set
	Festival advertised and marketed
	Team Information packs produced
	Recruit or advertise for additional Event Volunteers
	Entry forms sent out
	Team entries open
	Template letters ready to send to entered teams
	Design and order Rewards & Certificates
	Merchandise agreed
	Catering agreed
	BG Membership of coaches and participants checking procedure
	Programme details obtained
	Programme printers sourced
	Programme content ready
	Day Schedule drafted
	Trained First Aider booked
	Trained Welfare Officer booked
	Hospital/A&E details sourced
	Team entries closed
	Running order circulated
	Budget sheet completed
	Debrief to Organising Committee
	Thank you notes sent
	News story written for local press





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