

Summer Gathering Planning Timeline (updated Feb 2021)

Time frame	Actions
2 years	<p>Appoint SG Committee convenor and Treasurer and core group</p> <p>Find venue:</p> <ul style="list-style-type: none"> • Sleep 100 – 150 people • Have 4 or more communal spaces • Some outdoor play spaces • Disabled access • Open over New Year • Have some single or twin rooms <p>If possible also offer:</p> <ul style="list-style-type: none"> • Charging on a per head basis rather than flat venue hire (to avoid a loss if enrolments are lower than anticipated) • More communal spaces • Will allow us to cook • Heating • Good showers • Good YF sleeping/ hangout area • Not too spread out • Access by public transport • Conference area/s with Sound and projection system • Internet wifi access • Access to fridge space for people on special diets <p>Arrange deposit from YM Treasurer</p> <p>Find a cook if you need one, preferably with prior experience in vegan and vegetarian menus</p>
1 year	<ul style="list-style-type: none"> • Get a written contract with venue to confirm dates and costs. Store a copy on the SG Committee pages (set visibility to committee only). • Open bank account (charity account, no fees, can be a sub account to the MM account but keep all money separate) and arrange 3 signatures but only need 2 to authorise. • Arrange float from YM Treasurer • Store copies of documentation on the Summer Gathering Committee pages (have one or two members added to the current SG Committee list on the website in order to access the committee pages) • Have venue confirmed in time to announce at the current Summer Gathering • Allocate someone on the team to liaise with your cook or camp cook. Give consideration to managing special diets.

Summer Gathering Planning Timeline (updated Feb 2021)

February prior	<ul style="list-style-type: none"> • Gather a full committee of volunteers enough so that if one or two drop out it is not a disaster. • Enter all committee members' names on the SG Committee website pages so that all can access the minutes and documents (remove previous committee names). • Record minutes on the committee pages of the website so that they form a historical record for future reference as well as be accessible to all the team • Ensure committee members know how to communicate through the website, shared documents such as Google docs and find the minutes. The Share function on the minutes will send the link to all committee members. • Choose theme and start brainstorming about reflective sessions/ content, invited speakers etc. • Appoint a site liaison person for regular contact with the venue manager • Use the summer gathering email account for all email communications (ask the previous committee for password). • Write a budget and set fee rates, early bird rates and dates and late registration fees • Agree process for committee expenses and other financial issues • Agree on base timeframe: early and late registration, cut-off date (prior to Christmas), final date for payments (do not encourage payments on arrival unless you have EFTPOS facilities) • Assign roles for preparing documentation such as website event page, registration form, invitation letter, YM presentation • Create a SG event on the website and upload photos of the venue and advance notice of the event. Full documentation about the event, how to get there and registration directions can be added later. • Decide how the menu will be organised e.g. vegan base menu with vegetarian and meat options. How will these choices be shown in the registration form? Charges? • Check deadlines for the August edition of the ANZ Friends Newsletter for the invitation and paper registration form. • Appoint coordinator for children's programme • Appoint children's committee (can include people outside of the Monthly Meeting and consult on Zoom). • Ask MM members to freeze /bottle fruit and spare produce for SG, plant vegetables for picking for SG
March	<ul style="list-style-type: none"> • Deal with matters not concluded from above • Allocate people to find session organisers • Make sure everyone is on the same page and questions are answered • Think ahead

Summer Gathering Planning Timeline (updated Feb 2021)

April	<ul style="list-style-type: none"> • Agree on process for enquiries and registrations, proxy parent permissions • Prepare/review progress on online registration form for linking to the event page when ready to take enrolments. • Prepare presentation and promotional material for YM (check timeslot with YM Clerk) • Design promotional material to be sent to MMs • Appoint onsite children's programme leaders, ideally a team of 6: 2 for crèche; 2 for 5-12 and 2 for 13-15.
May	<ul style="list-style-type: none"> • Confirm main session speakers • Write info pack to send to participants, with maps things to bring, payment deadline for those on instalments etc as acknowledgement of their registration • Add the same information to the event website page • Finalise registration form and upload link to website • Make presentation at YM after which registrations will be open
June	<ul style="list-style-type: none"> • Keep in touch with venue manager • Monitor registrations, bank deposits, write receipts (keep in book for later) • Send out info packs as Friends enrol • Finalise invitation and paper registration form (if any) ready to send to ANZ Friends Newsletter • If not already received, arrange for delivery of resource boxes from the previous committee
July	<ul style="list-style-type: none"> • Send material to ANZ Friends Newsletter in time for August edition • Check in on session plans • Organise the rest of the timetable – special interest groups, evening sessions, chores etc • Coordinate with venue manager about sound and visual display requirements
August	<ul style="list-style-type: none"> • Review activity timetable, add in more fun, take out the boring bits • Monitor registrations etc • Send out info packs as Friends enrol • Write name of registrant/family on envelope and insert receipts and hold envelopes ready for stuffing later
September	<ul style="list-style-type: none"> • Monitor registrations • Send out info packs as Friends enrol • Answer enquiries • Check for online payments and write receipts to put in named envelopes • Visit local information centre and arrange for pamphlets about local attractions, maps, freebies (give them advance notice of your needs and they will be more willing to help)

Summer Gathering Planning Timeline (updated Feb 2021)

October	<ul style="list-style-type: none"> • Ask your local meeting to start collecting resources e.g. newspaper, junk sculpture stuff, jam, pickles, relish etc. • Place collection boxes at Meeting house • Ask for help with transportation, accommodation pre and post SG • Send reminders to NZFN, MM newsletters, website re registration
6 weeks out	<ul style="list-style-type: none"> • Chase up session organisers – any issues, understand tasks, ahead with their planning • Check numbers of participants • Review budget • Recruit Home Group leaders, confirm Games and activity leaders • Make sure all registered participants have received confirmation
4 weeks out	<ul style="list-style-type: none"> • Try not to be overwhelmed – keep positive • Ask your meeting again for helpers • Shop ahead (craft, long life groceries etc) • Prepare welcome information • Start room allocation lists and homegroup lists • Keep cooks informed of numbers and special dietary requests. If the base menu is vegan, ensure there are sufficient vegetarian add ons, and meat arrangements made with local butcher • Recruit volunteers to help with welcome and registration day; Let them know when to arrive and what they are to do. • Confirm pick up arrangements with the volunteers. • Enrol late registrations
3 weeks out	<ul style="list-style-type: none"> • Make list of participants and print out timetable. • Give cooks and venue manager a heads up on numbers • Pick up information packs from information centre • Stuff the envelopes for each participant /family with venue map, receipts, meat vouchers ordered, home groups etc and put room allocation on the front of the envelope. Store alphabetically. • Have ribbon and cards etc ready for name tabs.
2 weeks out	<ul style="list-style-type: none"> • Remind late payers to pay up before they arrive • Have a cut-off date prior to Christmas so there are no further registrations and last minute room changes • Make sure all the items needed for the first day are to hand. • Prepare signs for the doors so people can find their room and their way around.
5 days out	<ul style="list-style-type: none"> • Confirm final details with venue manager • Double check everything • Relax and have a lovely Christmas knowing you have organised as well as possible and that Summer Gatherers are good at having fun regardless.