

In Preparation for Yearly Meeting

timing		Who is to do this	Date when done
	SITE – in general		
At least one year in advance	Book site (1)		
From booking till YM	- Liaise with site		
During YM	- Liaise with site person		
	Main room		
Site visit	- Check electronic equipment		
Site visit	- Check for microphones (2)		
Site visit	- Check that the required number of seats are available		
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After site visit	- hire furniture (If needed)		
Day before YM	- transport furniture (If hired)-check with hire Co		
End YM	- return furniture (If hired)		
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Day before YM	- Set out room		
End YM	- Tidy room up		
	Microphones		
Site visit	- what needs to be hired		
2 months ahead or before	- hire microphones - day before pick up		
End YM	- return hired gear		
	Accommodation		
Site visit	- Get map of lay out from site people		
1 week ahead	- Have a list of those staying		
1 week ahead	- Allocate bedrooms		
Day before YM	- Put up signs		
Last day of YM	- collect signs		
Site visit	- check parking		
	Food		
On booking	- check cook is able to cater for vegetarians and other requirements		
From booking till YM	- liaise with cook		
2 days before YM	- list of numbers for meals		
During YM	- liaise with cook		
	Finances (4)		
On booking	- find the site costs (3)		
asap	- find a treasurer for the event		
asap	- work out a budget (aim for a self-funding event)		
asap	- work out how much to ask of those coming		

asap	- set up a bank account [Yearly Meeting (year)}		
asap	- get receipt book and work out how accounts are to be kept		
When possible	- banking		
End of YM	- pay site		
When possible	- pay other bills associated with YM		
After YM	- finalise accounts		
	Quaker books		
4 months before	- liaise with Quaker Book Sales re a table of their books		
4 months before	- find someone to be in charge of this table		
Start of YM	- set out books		
End of YM	- pack display up		
	Display room		
Day before	- set room up from what YM Clerk has found out re how much space is required		
End YM	- make sure displays are packed up		
End of YM	- return room to how it was		
	Registration Form (5)		
	-Develop form		
5 months before	- online		
5 months before	- paper		
	Information Sheet (6)		
5 months before	- prepare this		
	Returned registration forms		
5 months before	- construct database		
Till YM	- Put info onto data base		
Anytime	- Let YM clerk know those coming when asked		
Anytime	- Let people have info when they require it		
	Advertising YM		
2 issues before YM	- information sheet and registration form in the ANZ Friends Newsletter		
2 months before	- send around worship groups info		
	Registration Table & pre YM work		
2 weeks before	Name tags – get equipment		
2 weeks before	- either prepare name tags or have equipment available on the registration table		
Day before YM	Set up table		
2 months before	Roster of those to be at table		
1 week before	Have to give to participants – map of place		
1 week before	- info about their room		
1 week before	- name tag		
Day before	- gold papers from YM Clerk		
	- gold papers photocopied (if needed)		

	Transport		
	- roster for transport pick up		
2 weeks before	■ prepare		
2 months before	■ get volunteers		
	- roster for transport departure		
During YM	■ prepare		
2 months before	■ get volunteers		
anytime	Liaise with YM Clerk		
2 months before	Get volunteers (8)		
	Quaker Lecture		
2 years before YM	Host MM liaises with QL committee and YM clerk re lecture topic and possible lecturer		
At least 6 months before	Find a site, if not part of the YM site		
At least 6 months before	Book site		
All the time	Liaise with QL committee		
never	Liaise with Q Lecturer		
	Check equipment		
Site visit	- no. of seats		
Site visit	- tables		
Site visit	- microphones (for lecturer and for questions)		
Site visit	- lectern		
	- hire microphones (if need be)		
	Roster of people		
1 month before	- to bake		
1 month before	- to do cuppa (if need be)		
1 month before	- to wash up (if need be)		
1 month before	- to staff table for sale of booklets and to give out Quakers in Aotearoa		
1 week before	■ organise float		
After QL	■ bank money		
1 wk b4	Organise thank you for lecturer		
1 month before	Organise accommodation for lecturer if required		
	Publicity		
4 months before	- with help from QL committee get poster done		
2 months before	- amongst host MM Friends		
1-2 months before	- local		

1 month before	- share poster with QL committee so others can use		

(1) SITE requirements

- Seating for 100 in one room
- Separate room for Standing Committee
- Space for registration
- Space for displays
- Power points near clerk's table
- Location near road/rail/air terminals
- Residential option
- Wheelchair accessible, preferably all on ground floor
- Separate dining room and kitchen
- Ability to self cater morning and afternoon teas
- Allow for rooms for Overseas visitors, as in 4 below.

(2) Microphones during YM

- 1 or 2 at clerks' table
- 2 roving microphones
- Power box, etc

(3) Costs

- Cost for hiring rooms
- Costs of meals
- Costs of afternoon/morning tea
- Cost of day visitor
- Cost of use of bed
- Cost of use of linen

(4) What Yearly Meeting does

Yearly Meeting Clerk

- Sets agenda
- Liaises with AWPS visitor & makes sure they are registered (or done by FWCC reps)
- Liaises with Australia YM visitor & makes sure they are registered
- MCs the Quaker Lecture
- Organises people to do things during YM

Yearly Meeting & money

- Deposit for site from YM treasurer – to be returned
- YM pays for AWPS visitor
- YM Pays for Australia YM visitor
- YM pays for YM Clerk
- YM pays for incoming YM Clerk
- YM pays for YM treasurer
- YM pays for Quaker Lecturer accommodation
- YM pays for hireage of hall for Quaker Lecture
- YM gives each MM the travel amounts for 2 people per MM which is then allocated by their Overseers
- YM receives any surplus or pays for any debt

- (5) Registration form – what is on
- Name, address, phone numbers, email address
 - Contact person while at YM
 - Arrival time
 - Departure time
 - Need to be meet or not
 - What accommodation required
 - What meals required
 - Cost for each day/meal/registration for YM
 - When to return by
- (6) Information Sheet to have on
- Dates of YM
 - Name and address of venue
 - Contact name, email address and phone number
 - Info about accommodation
 - Any other relevant points
- (7) What Quaker lecture Committee does
- Communicates with Quaker Lecturer
 - Liaises with host MM
- (8) Extra Volunteers may be needed for
- Money
 - Preparing name tags
 - Registration desk
 - Transport
 - Quaker Books
 - Photographer
 - QL front house
 - QL booklet sales
 - QL cuppa
 - QL washing up
 - QL baking
 - QL roving microphone

Ask someone who has been to at least one YM as to how it is run so that the micromanagement is negated and you can focus on what YOU need to do.

In time order

timing		Who is to do this	Date when done
2 years before YM	Host MM liaises with QL committee and YM clerk re lecture topic and possible lecturer		
At least one year in advance	Book site(1)		
On booking	Finances (4)		
	- find the site costs (3)		
asap	- find a treasurer for the event		
asap	- work out a budget (aim for a self-funding event)		
asap	- work out how much to ask of those coming		
asap	- set up a bank account [Yearly Meeting (year)]		
asap	- get receipt book and work out how accounts are to be kept		
	-		
On booking	- check cook is able to cater for vegetarians and other requirements		
	-		
From booking till YM	- Liaise with site		
	- liaise with cook		
All the time	Liaise with YM Clerk		
	Liaise with QL committee		
Site visit	Main room		
	- Check electronic equipment		
	- Check for microphones (2)		
	- Check that the required number of seats are available		
	- what needs to be hired		
	- Get map of lay out from site people		
	- check parking		
At least 9 months before	Find a site for QL, if not part of the YM site		
	Book site for QL		
Site visit for QL	Check equipment		
	- no. of seats		
	- tables		
	- microphones (for lecturer and for questions)		
	- lectern		

5 months before	Registration Form (5)		
	-Develop form		
	- online		
	- paper		
	Information Sheet (6)		
	- prepare this		
2 issues before YM approx 5 months	- January of Yr – send dates to ANZ N/L to get into 1st issue - information sheet and registration form in the ANZ Friends Newsletter		
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4 months before	- liaise with Quaker Book Sales re a table of their books		
	- find someone to be in charge of Q books table		
	- with help from QL committee get poster done		
	-		
3 months before	- hire furniture (If needed)		
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2 months before	- hire microphones 4 YM (if needed)		
	- hire microphones (if needed) for QL		
	- send around worship groups info		
	Organise accommodation for lecturer if required		
	Publicity for QL		
	- amongst host MM Friends		
	- local		
	- share with QL committee so others can use		
	Roster of people		
	- to bake		
	- to do cuppa (if need be)		
	- to wash up (if need be)		
	- to staff table for sale of booklets and to give out Quakers in Aotearoa		
2 weeks before	Name tags – get equipment		
	- either prepare name tags or have equipment available on the registration table		
	- prepare roster for transport pick up		
1 wk ahead	- Have a list of those staying		
	- Allocate bedrooms		
	Have to give to participants – map of place		
	- info about their room		
	- name tag		
	Organise thank you for lecturer		
	■ organise float QL		
	■ organise float QL		
	-		
2 days before YM	- list of numbers for meals		

Day before YM	- Put up signs		
	Set up Registration Table		
	-		
	- gold papers put ready for Fds		
	- transport furniture (If needed)		
	- Set out room		
Day before	- set display room up from what YM Clerk has found out re how much space is required		
Start of YM	- set out books		
	-		
During YM	- Liaise with site person		
	- liaise with cook		
	■ prepare roster for transport departure		
After QL	■ bank money from sale of QL books		
Last day of YM	- collect signs		
	-		
End of YM	- return furniture (If needed)		
	-		
	- Tidy room up		
	- return hired gear		
	- pay site		
	- pack display up		
	- make sure displays are packed up		
	- return room to how it was		
After YM	- finalise accounts		
When possible	- banking		
	- pay bills assoc with YM		