



Branches: organising an AFT workshop

January 2003

SUGGESTED CHECKLIST

Beforehand

1. Identify a co-ordinating group and roles within it to organise the event.
2. Liase with AFT for support (e.g. initial financial support, marketing of the event through advertising in Context, AFT online / branches' website etc).
3. Open an account with an AFT-approved bank or building society.
4. Identify topic(s) / speakers(s) / potential date(s).
5. Negotiate with the speaker(s). Arrange hospitality for the speaker (e.g. o/n accommodation, transport and collection, payment, any special requirements and the contact person).
6. Identify the venue for the workshop and the maximum number of participants.
7. Organise the catering for the day (include vegetarian options).
8. Prepare a flyer / application form in collaboration with the speaker. Calculate a charge for the workshop that will cover costs.
9. Identify mailing list and send out the flyers / application forms.
10. Contact Context as soon as speaker, date and location are finalised to confirm advertising in the appropriate issue (adverts up to a quarter of a page are free).
11. Prepare an evaluation form.
12. Arrange for a bookstall at the workshop.

13. Negotiate with AFT / Context for display products / membership forms / Blackwell posters, back copies of Context and the Journal of Family Therapy to display and sell.

14. Prepare a list of participants, including their agencies and contact addresses, to circulate to the speaker and participants. Prepare name tags if thought necessary.

15. Prepare a standard invoice and letter confirming a place on the workshop.

16. Prepare a programme and map to the venue and send both with the letter confirming a place on the workshop.

17. Prepare a participants' pack if required.

During

18. Establish participants' interest areas for future workshops.

Afterwards

19. Fix a time for the co-ordinating group to review the workshop.

20. Provide feedback to speaker / AFT / branches / website and maybe a report to Context.

21. Review finances.

22. Plan future activities.

For further information contact Patrick Belas (Email: Patrick.Belas @ btinternet.com), the Chair of Branches Committee.

The Chair of the Professional Affairs Committee (PAC) welcomes general feedback and suggestions on Information Sheets and can be contacted via Sue Kennedy, the Executive Officer, at 12a Executive Suite, St James Court, Wilderspool Causeway, Warrington, Cheshire WA4 6PS. Tel: 01925 444414. Fax: 08701383881 Email: s.kennedy@aft.org.uk

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