

Isles of Darkness – Events Lead Guide

The Basics:

- The Events Lead is responsible for coordinating national events.
- You will communicate with venues to organise viewings and bookings.
- You will provide national events information and booking and payment details on the website.
- You will be the point of contact at national events.
- You are the general support for local coordinators.
- You coordinate a team of Events Volunteers.
- You keep up to date on the events budget and approve spending.

What you are NOT responsible for:

- You are not responsible for game or story content at events.
- Wellbeing/conduct concerns can be passed on to the Wellbeing Supporters.

What you are responsible for:

- Communicate with venues to organise national events

You will seek out venues that suit the needs of national events. You will arrange viewings and bookings if appropriate and keep track of information regarding venue amenities and regulations.

- Knowledge of onsite health and safety support for events

You will be the contact on site for the venue and have knowledge of site rules, regulations, and health and safety. You will be responsible for making sure all volunteers and members know the rules, supervising arrival on site, during events, and packing up.

- Coordinate team of events volunteers and act as point of contact for local coordinators

Work with the support of a team of events volunteers to ensure the wide range of events functions are delivered. You also act as the point of contact to advise and assist local coordinators if local volunteers are having difficulty arranging venues.

- Update website with booking and event information

Keep the website up to date with event information and details for booking and payment. Put together questionnaires for registration and make sure member data is stored and deleted according to the society GDPR policy.

- Keep track of national budget, pay bookings, approve spending

Keep a record of venue prices and organise the payments to the venues via the Treasurer. You have knowledge of the national budget in order to approve national spending where appropriate. You facilitate payment by members and follow up late bookings and payments.

Where to go for support:

- The member of the society responsible for the overall wellbeing of volunteers and members is the Society Lead.
- Reach out to people who have previously done this job before if you are ever in doubt.

Training

- We may be willing to provide the Events Lead with funding to complete training in relevant techniques to help enable you to complete your role. This can be discussed with the wider committee.