



Norfolk Federation of WIs

Charity Number: 227411

Dear Secretary

Events update for December Meetings

Please ensure your members see this as it explains the ticket allocation process and should avoid any misunderstandings!

Events Organisation

- When an event is proposed it has to have a budget, with the minimum number who could attend (to make it viable and not lose money) and the maximum number (that can be accommodated).

Event Advertising

- ❖ Events are currently advertised approximately 6 weeks in advance so that all WIs have a chance to apply
- ❖ You can send your applications in at any time up until that date because we don't allocate places until the Allocated Date stated on the flyer
- ❖ Everyone has an equal chance of a place
- ❖ It's always worth contacting us, though, after the Allocated From because there may be spaces available!

Ticket Allocation

- Previously events have been oversubscribed and many WIs applied for a lot of tickets. This is great but it can cause a problem because if a WI has applied for 10 tickets, say, it would be difficult to split the application and offer them less places.
- The Board of Trustees have therefore decided that, like we do for FAM, *applications for tickets from a WI will be limited to 4 initially, with the chance to apply for additional tickets*. Please note, however, that if we have to ballot we cannot guarantee that every applicant from one WI will be successful.
- For smaller events with limited places, members should apply individually for 1 place

Oversubscribed Events

- If an event is oversubscribed, we ballot places – everyone's application is put in a hat and drawn out at random until the event is filled.
- We do make a note of those who were unsuccessful and if the same event is run again, we endeavour to give those members priority.

Refunds

- * No refunds will be given if a member cancels after the allocation date
- * If a member is unable to attend she can resell her ticket by telephoning the office, who may, where applicable, have a shortlist of unsuccessful applicants
- * It is the responsibility of a member to try to resell her ticket – *not* the Office

Application Form

- Always remember to list on the reverse of the application form each member coming. We need this for health and safety, as a register in case of an emergency.
- Also please don't forget to note, where applicable, any dietary/allergen requirements! If you are using the application form in Norfolk WI News, please write on a separate piece of paper all the details.

Applying Individually

- 🇺🇰 Don't forget that you can apply for a ticket individually, either using the form sent to your WI (and you can always ring the office for more forms if you need them) or the application form in Norfolk WI News.

Payment

- We hold on to applications and cheques until the event day, in case there is a cancellation and can offer a place to another member.
- We then destroy "unsuccessful" cheques, or refund BACS payments and cash payments by cheque

For any enquiries about the above or any event listed overleaf please contact me at Federation Office, 01603 624580 or by email - admin@norfolkwi.org.uk

Helen Hall, Administration Assistant

Please turn over for the full list of forthcoming events and their Allocated Forms

This information is correct as at 22.11.22

Please refer to the original flyer for full details. This is just an up-date to jog your memory. All events, even those advertised this month, are included and can also be applied for via Norfolk WI News.

DEC			
2	Nosh & Natter	Allocated	Full
10	One Day Food Hygiene Certificate Course	Allocated	Full
30	Walking Treasure Hunt (Rearranged from 9 th Sept)	Allocation date 16.12.22	Vacancies £3
2023			
JAN			
12	Zoom Resolution Discussion	Allocation Date 01.12.22	Vacancies £3
FEB			
3	Nosh & Natter	Allocation ongoing	Vacancies £12
9	Macramé Workshop	Allocation Date 06.01.23	Vacancies £25
16	GCO - Facebook/Social Media	Allocation Date 05.01.23	Vacancies £7.50
23	Macramé Workshop	Allocation Date 06.01.23	Vacancies £25
MAR			
3	Nosh & Natter	Allocation ongoing	Vacancies £12
6	Treasurers' Training, ESH	Allocation date 23.01.23	Vacancies £6 per session
14	Treasurers' Training, Sporle	Allocation Date 23.01.23	Vacancies £6 per session
15	Bridge Day with Lunch	Allocation Date 01.02.23	Vacancies £15
31	Nosh & Natter	Allocation ongoing	Vacancies £12
APRIL			
14,15 & 16	Centenary Salver	Allocation Date 18.02.23	Vacancies £7.50
20	Osteoporosis Assessment	Allocation Date 23.02.23	Vacancies £32
28	MAC Quiz Night	Allocation Date 03.03.23	Vacancies £8
MAY			
17	Gliding Day	Allocation Date 15.03.23	Vacancies £60

Please turn over for details of the ticket allocation process