



Norfolk Federation of WIs

Charity Number: 227411

Dear Secretary

Events update for August 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 allocation date stated on the flyer
- ❖ Everyone has an equal chance of a place.
- ❖ It's always worth contacting us, though, after the allocation date, 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*. This worked well for the Centenary events. You'll see a change on the application form for events coming up later this year.

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.

Covid Cancellation

- * Please be advised that all events are subject to Government regulations for gatherings. The Federation cannot be held responsible for events that are cancelled or postponed

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 the "unsuccessful cheques" (or if you paid by cash, we refund you 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 allocation dates

This information is correct as at 27.7.21

Please refer to the original advert for full details. This is just an up-date to jog your memory

All events, even those advertised this month, are included and can be applied for via the Norfolk WI News

1 AUG	Walking treasure Hunt	Tickets Sent	Vacancies £3 (per team)
20	Harnser Wood Re-dedication	Just turn up	
24	IFE Workshops (zoom)	Allocation Date 20.8.21	Vacancies
2 SEP	IFE Workshops (zoom)	Allocation Date 30.8.21	Vacancies
7	Garden Get-together (Fairhaven)	Apply up to Fri 3 rd Sep	Vacancies £5.50
9	IFE Workshops (zoom)	Allocation Date 6.9.21	Vacancies
14	Jigsaw Race (evening)	Allocation Date 10.8.21	Vacancies £8
15	Bridge Day	Apply by 30.8.21	Vacancies £15
16	Get Comfortable online	Information to folow	
25/26	Plastic – from Drastic to Fantastic ESH	Return Entry by 10.9.21	£2 per entry
8 OCT	Murder Mystery Evening	Allocation Date 21.8.21	Vacancies £15
23	Bacton Craft Day	Allocation Date 11.9.21	Vacancies £20
26	Canasta Day	Allocation Date 14.9.21	Vacancies £15
6-8 DEC	Blenheim Holiday	Book before 1.10.21	Vacancies
20-24 APR 2022	Harrogate Holiday	Booking still open	Vacancies

Abbreviations - Federation Office, Norwich – FO Get Comfortable Online - GCO

Please turn over for details of the ticket allocation process