



Mediterranean Gardening France

Guidelines for Event Coordinators

Planning

Once or twice per year, the event coordinator should organise a planning meeting with members from their region. From this, an outline schedule should be produced, with potential dates and the names of those organising the outings. This schedule should be shared with the other event coordinators to avoid clashing dates.

Budgeting

As a principle, events should be funded by the participants. However, the Management Committee has agreed that in order to make budgeting easier for events where there are fixed costs, MGF funds may be used to cover small losses.

Where significant expenses are to be incurred (eg room hire, lunch for a speaker, gifts for garden owners, travel costs for research trips) the organiser should compile a schedule of estimated costs related to the event. This should include an estimate of the number of people likely to attend and the proposed cost per participant. Petrol costs for research trips should be budgeted at 9 centimes per kilometre and autoroute costs looked up on www.autoroutes.fr. The budget should be first discussed with the regional event coordinator, who will then send it to the Management Committee for approval. Costs will not be reimbursed from MGF funds without prior agreement from the MC. A format for the budget is attached. This can be customised as needed, but contains formulas for the calculations.

Organising the event

See separate document: Organising an event for Mediterranean Gardening France

Publicising the event

Create a short text about the event, with an illustrative photo, or ask the event organiser to do this. There should be one contact person for each event who will coordinate bookings and respond to questions.

Send the text and photo to both [Roland](#) and [Christine](#) (in English or French) for inclusion in the newsletter and on the Forthcoming Events page of the website

Using the member app, send a broadcast message (an email) to all members, in both languages, informing them of the event.

Guidance on sending broadcast messages about MGF events

1) MGF was created by merging the two French branches of the Mediterranean Garden Society as a single, indivisible organisation.

2) This being the case, all members have the right to receive all information about all MGF events and take part in them if they wish (space available, of course).

3) There is no facility in the Member App to send messages to subsets of the membership because:

- all members have to receive everything (see above)
- there is no reliable way of determining to which region a member 'belongs'.

4) On that last point, you cannot rely on the postcode as some members do not have a French address, either because their presence in France is a secondary residence or because they live permanently outside of France. Some of these are members as a gesture of solidarity. Others can be more active; there is one member who lives just over the border in Italy and who has attended events in the past. In addition, even in France there are members in départements whose postcode does not fit into any of the three event coordination areas.

5) Even disregarding all of the above, it is still inadvisable to keep separate spreadsheets of members for at least two reasons:

- problems of synchronisation: ensuring that any separate lists are kept in line with the membership database. Members can change their data themselves (e.g. addresses and email addresses) and you will be unaware of any such changes;
- there will be legal problems if such spreadsheets contain information about former members.

Report on the event

Ensure someone has been asked to write a short report on the event, with photos. Send this to the [website editor](#) for inclusion in the Past Activities section.