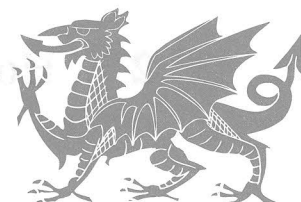


The Welsh National Gymanfa Ganu Association, Inc.

(Founded 1929)



Board of Trustees

Dr. Alan Upshall, President
7049 NE 163 St.
Kenmore, WA 98028
(aupshall@hotmail.com)

Ms. Lynn M. Owens-Whalen, Vice President
Vancouver, British Columbia
(lowens-whalen@telus.net)

Mrs. Joan Owen Mandry, Secretary
Lisbon, Ohio
(dmandry@valunet.com)

**Mr. Huw Seiriol Williams, Treasurer and
Endowment Chairperson**
Cumming, Georgia
(huw.williams@att.net)

Dr. Berwyn Emrys Jones
Executive Committee At-Large
Evergreen, Colorado
(berwynjones@att.net)

Mrs. Olwen Joyce Anderson
Selinsgrove, Pennsylvania

Rev. Richard Price Baskwill
Lutherville, Maryland

Mr. G. Donald Briggs
Tarpon Springs, Florida

Mrs. Janet M. Briggs
Tarpon Springs, Florida

Mrs. Martha A. Davies
South Hadley, Massachusetts

Ms. Myfanwy Sian Davies
Scholarship Committee Chairperson
Ottawa, Ontario

Mr. David W. Evans Jr.
Lebo, Kansas

Mr. Thomas Edward (Ed) Field
Whitby, Ontario

Ms. Trudy Lyndall Howells
Philadelphia, Pennsylvania

Rev. Robert D. Hughes
Akron, Ohio

Mr. Geraint Herbert Jones
Toronto, Ontario

Ms. Gloria Collins Kondrat
Monroeville, Pennsylvania

Mrs. Myra Thomas Lawrence
Montecito, California

Mrs. Catherine J. Lloyd
Baltimore, Maryland

Ms. Ann M. McFerrin
Kansas City, Missouri

Mrs. Gerri Baker Parry
Seattle, Washington

Mrs. Sheila M. Dey Pepper
Nepean, Ontario

Mr. Howell R. Pritchard
Etobicoke, Ontario

Mr. Danny Evan Proud
Minneapolis, Minnesota

Col. Alfred J. Reese, Jr.
Past President
Lehigh, Pennsylvania

Ex officio Vice Presidents

Ms. Elinor Bennett, President
Cymru A'r Byd
Caernarfon, Gwynedd, Wales

Ms. Carolyn Jane Kearney, President
Welsh Associated Youth
Shamokin, Pennsylvania

Mrs. Nanette E. Wilde, President
Women's Welsh Clubs of America
Cuyahoga Falls, Ohio

Mr. Russell Williams, President
National Welsh American Foundation
Nokomis, Florida

Hosting the North American Festival of Wales

Table of Contents

1. Table of Contents
2. A Summary of Points to Remember
3. The Calendar
4. A Generic Schedule
5. A Tentative Calendar
6. Previous Venues and Directors
7. Venue Planning Topics
8. Suggested Steps and Other Items

International Headquarters

Dr. Ellis J. Jones, Executive Director

Gustavus Adolphus College Box B47 / 800 West College Avenue / St. Peter, MN 56082-1498
Phone: 507-933-7540 / (toll free) 877-831-0563 / FAX: 507-933-6284 / e-mail: ellis@gustavus.edu
Web Site: <http://www.wngga.org>

2 Hosting the North American Festival of Wales

A Summary of Points to Remember

1. Welcome and Introductions
2. Purpose of the Welsh National Gymanfa Ganu Association, Inc.: To preserve, develop and promote our Welsh religious and cultural heritage, including but not limited to the Gymanfa Ganu, and our religious and cultural traditions, and to do all things necessary and proper to accomplish and enhance the same. (Constitution, Article II)
3. WNGGA Structure
 - a. Membership (Individual Life--\$150 or \$100. Individual Annual--\$¹⁰7, Organizational Life--\$50)
 - b. Board of Trustees (See Stationery) (Elected at Annual General Meeting)
 - c. International Headquarters
 - d. Annual North American Festival of Wales
4. Planning Needs:
 - a. Venue Executive Committee (5-7) (Chairperson or Co-Chairpersons, Vice Chairperson, Secretary, Treasurer, plus others)
 - b. Subcommittees (According to planned events)

(1) Tours	(12) Publicity
(2) Marketplace	(13) Volunteers Coordinating
(3) Thursday Opening Event	(14) Informal Singing
(4) Seminars	(15) Youth Activities
(5) Eisteddfod	(16)
(6) WNGGA Youth Association	(17)
(7) Grand Banquet	(18)
(8) Grand Concert	(19)
(9) Welsh-English Church Service	(20)
(10) Afternoon Gymanfa Ganu Singing Session	
(11) Evening Gymanfa Ganu Singing Session	
 - c. Dates (See Calendar)
 - d. Location - easy to fly or drive to.
 - e. Housing
 - f. Large Ballroom
 - g. Facilities for Welsh-English Church Service (church preferred)
5. Overall General Schedule (See Generic Schedule and Tentative Calendar)
6. WNGGA Board of Trustees (BOT) needs a formal letter of interest from local venue committee indicating strong interest in co-hosting the Festival in a specific year. Representative of local venue committee should be present to answer questions from BOT. After presentation, BOT will decide whether or not to accept the invitation. BOT would be co-sponsors of the event. BOT meets two times a year--spring at Ontario Gymanfa Ganu in Canada and at North American Festival of Wales.

NOTE: Venue Committee letter should include as much detail as possible regarding when it wants Festival to be held, where it expects the Festival to be held, make-up of Venue Executive Committee, tentative schedule (see Item 4b above), and any other information to assist the BOT.
7. Questions/Discussion.

Calendar 2005

JANUARY

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
1	2	3				
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE

S	M	T	W	T	F	S
1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

www.iacvb.org

Holidays 2005

- NEW YEAR'S DAY**
Saturday, January 1
- FATHER'S DAY**
Sunday, June 19
- MARTIN LUTHER KING, JR.'S BIRTHDAY**
Monday, January 17
- INDEPENDENCE DAY**
Monday, July 4
- ASH WEDNESDAY**
Wednesday, February 9
- LABOR DAY**
Monday, September 5
- PRESIDENT'S DAY**
Monday, February 21
- ROSH HASHANAH**
Tuesday, October 4
- ST. PATRICK'S DAY**
Thursday, March 17
- COLUMBUS DAY**
Monday, October 10
- PALM SUNDAY**
Sunday, March 20
- YOM KIPPUR**
Thursday, October 13
- GOOD FRIDAY**
Friday, March 25
- ELECTION DAY**
Tuesday, November 8
- EASTER**
Sunday, March 27
- VETERAN'S DAY**
Friday, November 11
- PASSOVER**
Sunday, April 24 through May 1
- THANKSGIVING**
Thursday, November 24
- MOTHER'S DAY**
Sunday, May 8
- CHRISTMAS**
Sunday, December 25
- VICTORIA DAY (Canada)**
Sunday, May 22
- HANUKKAH**
Monday, December 26
- MEMORIAL DAY**
Monday, May 30
- BOXING DAY (Canada)**
Monday, December 26

4 Hosting the North American Festival of Wales

A Generic Schedule

1.0 Thursday

- 1.1 Set up market place
- 1.2 Tours or area
- 1.3 Open on-site registration
- 1.4 Optional - Eisteddfod Preliminary Round
- 1.5 Afternoon or Evening - Opening General Event (Nosen Lawen/Folk Concert/whatever)
- 1.6 Optional - Opening Reception
- 1.7 Informal Singing
- 1.8

2.0 Friday

- 2.1 Market Place
- 2.2 Tours
- 2.3 Registration
- 2.4 Summit Meeting of AWO's (Invitation only)
- 2.5 Seminars
- 2.6 Eisteddfod Preliminary Round
- 2.7 Evening Grand Banquet
- 2.8 Informal Singing
- 2.9

3.0 Saturday

- 3.1 Market Place
- 3.2 Tours
- 3.3 Registration
- 3.4 WNGGA Annual General Meeting
- 3.5 WNGGA New Board Meeting (Invitation only)
- 3.6 Seminars
- 3.7 WNGGA Youth Association Function
- 3.8 Eisteddfod Final Round
- 3.9 Grand Concert
- 3.10 Informal Singing
- 3.11

4.0 Sunday

- 4.1 Optional - Market Place
- 4.2 Optional - Registration
- 4.3 Welsh-English Church Service
- 4.4 Afternoon Gymanfa Ganu
- 4.5 Inter-Session Meal
- 4.6 Evening Gymanfa Ganu
- 4.7 Optional - Informal Singing
- 4.8 Optional - Farewell Reception
- 4.9

Tentative Calendar

1. 36 months before North American Festival
 - a. Establish venue executive committee.
 - b. Draw up tentative schedule for Festival.
 - c. Submit Letter of Interest to WNGGA Board of Trustees.
 - d.

2. 24 months before North American Festival
 - a. Receive acceptance from WNGGA to Co-sponsor Festival.
 - b. Work with WNGGA on contracts for hotels, etc.

3. 18 months before North American Festival
 - a. Draw up more detailed schedule.
 - b. Prepare preliminary information flyer.

4. 12 months before North American Festival
 - a. Have booth/table at Market Place of previous Festival to distribute information.
 - b. Send copies of information flyer to WNGGA Headquarters to distribute with mailings.

5. January of year of North American Festival
 - a. Complete details for registration information flyer and send copies to WNGGA Headquarters to distribute world wide by March 1 (St. David's Day).

6. March - August/September
 - a. Registrations processed by International Headquarters with information regarding specific activities sent by FAX/e-mail daily/weekly to local venue committee.
 - b. Final details of schedule worked out.
 - c. Program booklet printed in early August.
 - d. Pre-registration packets prepared by WNGGA International Headquarters Staff.

7. Weekend of North American Festival of Wales
 - a. Co-Host North American Festival of Wales.

8. 3 months after North American Festival of Wales
 - a. Complete payment of bills.
 - b. Prepare final written report including financial statement.

Venue Planning Topics

1.	Progress Reports	31.	Volunteers Coordination
2.	Committee/Team Leaders	32.	Cassette/CD Recording
3.	General Schedule	33.	Publicity -Marketing
4.	Budget	34.	
5.	Insurance Coverage	35.	
6.	Hotel Contract	36.	
7.	Hotel Meeting Rooms	37.	
8.	Security	38.	
9.	Registration	39.	
10.	Program Booklet	40.	
11.	Opening Ceremony	41.	
12.	Tours	42.	
13.	Marketplace	43.	
14.	Tea Room	44.	
15.	Welsh Cakes	45.	
16.	Seminars	46.	
17.	Eisteddfod	47.	
18.	Youth Programs	48.	
19.	Folk Concert	49.	
20.	Noson Lawen	50.	
21.	Informal Singing	51.	
22.	Banquet	52.	
23.	Grand Concert	53.	
24.	Welsh-English Church Service	54.	
25.	Sunday Afternoon Gymanfa	55.	
26.	Sunday Evening Gymanfa	56.	
27.	Special Events	57.	
28.	On-site Medical Assistance	58.	
29.	Board of Trustees Events	59.	
30.	Airline Discount	60.	

8 Hosting the North American Festival of Wales

Suggested Steps

- 1. As a group, decide on whether or not to express an interest.**
- 2. Organize the Executive Committee (See page 2)**
- 3. Establish a Schedule (See page 4)**
- 4. Identify locations for events.**
- 5. Prepare letter of interest to WNGGA Board of Trustees**
- 6. If approved as venue by WNGGA Board of Trustees, complete organization of committees and subcommittees, etc. etc. etc.**
- 7. Prepare progress reports for each meeting of Board of Trustees (Spring and Fall)**
- 8.**
- 9.**
- 10.**
- 11.**
- 12.**
- 13.**
- 14.**
- 15.**