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TO: 2002-2003 Board of Trustees

FROM: Myfanwy Davies, Chair, 2004 Venue Planning Committee (e-mail: buck@eisa.com; phone: 613-526-3019)

DATE: January 20, 2003

SUBJECT: Tentative Updated Committees for 2004 NAFOW

Here is the listing of tentative committees for detailed planning of the 2004 North American Festival of Wales to be held in Buffalo, New York, on September 2-5, 2004. This list was reviewed by the Venue Planning Committee on January 3-4 at its meeting in Buffalo. Please review and locate your committee assignments. On the attached page is a list of committee **responsibilities**. If you have any questions or reservations about service on the indicated group, please be in touch with me as soon as you can at the above numbers.

- E1. **Venue Executive Committee:** Chair Myfanwy Davies; members: Martha Davies, David Evans, Trudy Howells, Robert Hughes, Berwyn Jones, Ellis Jones, Geraint Jones, Alan UPshall.
- E2. **Tours and Travel Information:** Buffalo Convention and Visitors Bureau (Melonya Johnson), Sheila Pepper, Dafydd Williams (Ithaca, NY)
- E3. **Marketplace:** Chair Robert Hughes; members Gerri Baker Parry, Bob Roser, Ann McFerrin
- E4. **Program Booklet:** Chair Berwyn Jones; members Keith Davies Jones, Ellis Jones, Huw Williams, Lynn Owens-Whalen
- E5. **Registration:** (Headquarters will do pre-registration) Chair Geraint Jones; members Richard Price Baskwill, Janet and Don Briggs, Connie Holt Claypool, Ed and Irene Field, Gerry Baker Parry plus volunteers who will help at registration desk.
- E6. **Seminars:** Chair Berwyn Jones; members Connie Holt Claypool, Keith Davies Jones
- E7. **Eisteddfod:** Chair Alison Lawson (Ottawa), Barbara Colton (Ottawa)
- E8. **Noson Lawen:** Chair Martha Davies; members Joan Owen Mandry, Myfanwy Bajaj (Toronto)
- E9. **Grand Concert:** Chair Myfanwy Davies; members Richard Price Baskwill, Joan Owen Mandry
- E10. **Catering:** Chair Myfanwy Davies, Members Gerri Baker Parry, Lynn Owens-Whalen, Ann Dayes (London, ON), Margaret Carabine (Toronto), Myfanwy Bajaj (Toronto), Margaret Williams (London, ON)
- E11. **Sunday Activities:** Martha Davies; members Richard Baskwill, Jan Briggs, Robert Hughes, Berwyn Jones
- E12. **Youth/Child Activities:** Chair Trudy Howells, members John Ellis, Mabel Hastings (Toronto)
- E13. **Goat Island Event:** Chair Robert Hughes; Sheila Pepper, Olwen Joyce Anderson
- E14. **Informal Singing.** Chair David Evans, members Connie Holt Claypool, Keith Davies Jones
- E15. **Publicity:** Chair Trudy Howells, members Jan Briggs, Bob Roser
- E16. **Fundraising:** Chair Alan Upshall, Huw Williams, Olwen Joyce Anderson
- E17. **Props:** Chair David Evans, members Gerri Baker Parry
- E18. **Recording Committee:** Chair Alan Upshall, members Keith Davies Jones, Gerri Baker Parry

## TENTATIVE 2004 NORTH AMERICAN FESTIVAL OF WALES COMMITTEES RESPONSIBILITIES

- E1. **Venue Executive Committee** Each person on Venue Executive Committee is also to be a liaison with 2 or more of the committees listed below. VEC to work out facilities and meeting schedule and coordinate overall arrangements including first aid-medical
- E2. **Tours and Travel Information** Use independent tour company; make arrangements for bus transportation to Goat Island and other possible transportation needs, e.g. airline arrangements
- E3. **Market Place** Draw up contracts for vendors and non-vendors in Market Place; arrange for table rental and set up; secure and share tax information; work out security and cleaning arrangements; contact all possible vendors; arrange set up and take down; arrange hours; coordinate vendor ads with program book, etc.)
- E4. **Program Booklet** Ads--draw up size and rate sheet; contact potential advertisers, set deadlines for ads; Content--secure information for all non-ad pages including programs of events, letters from VIPS, biographies and photos of artists, special lists from Headquarters such as past venues, memorials, honoring lists, cover design, choose printer
- E5. **Registration** Headquarters staff to handle all pre-registrations. On-site staff to handle on-site registrations plus banquet table reservations)
- E6. **Seminars** NOTE--only 3 time slots for seminars, all on Friday--no seminars on Saturday; sources of seminar speakers--previous WNGGA Scholarship Recipients include NAASWCH presenters; determine consistent payments, if any, to presenters; ascertain audio-visual needs, etc.
- E7. **Eisteddfod** Determine categories for competition, entry fees, performance requirements, deadlines, rehearsal time, accompanists, adjudicators, prizes, schedule of competitions on Thursday and Saturday)
- E8. **Noson Lawen** Arrange for Opening Ceremony; determine program for Noson Lawen, select M.C., arrange for anthems accompanist, piano, etc.
- E9. **Grand Concert** Work with artists for program list, biographies, photos, rehearsal time, staging, sound system, piano, organ, select MC, etc.
- E10. **Catering**
- Tea Room. Select menus, arrange for Welsh cakes, maintain food items and supplies, etc.
- Banquet. Work with registration on table reservation arrangements, choose menu, include child option, table decorations, bar service, select MC, select minister for Grace, guest speaker [?], entertainment [?], head table seating, reserved tables for BOT, audio visual equipment; separate printed program with Welsh and English translations
- Intersession Meal determine location, choose menu with child option, bar option, complimentary meals(?), etc.
11. **Sunday Activities**
- Church service: arrange program, coordinate with minister(s), organist, work with Headquarters on Memorial Service including selection of 2 assistants for handling roses, separate printed order of service, special music such as Eisteddfod winners, arrange for ushers, collection plates, etc.];
- Both Gymanfa sessions determine order of program, identify ministers for invocation and benediction, special music (Eisteddfod winners) work with conductor and organist; work with registration on ticket and hymnal sales, sound system, staging--flowers, banners, flags; passing of flag ceremony after evening session]

12. **Youth Activities** Arrange for Awr Y Plant, pool-pizza party, tours, crafts, activities, etc.)
13. **Goat Island Event** Arrange for Friday afternoon anniversary observance at Goat Island including plaque dedication[?], transportation [in conjunction with tours committee], seating, programs, program participants, accompanist, piano or keyboard, inclement weather options.
14. **Informal Singing** Select conductors and accompanist, determine location(s), format, etc.
15. **Publicity** Prepare information brochure for distribution at 2003 event, prepare news articles for Ninnau, Y Drych and HWYL, other Welsh papers, general papers, etc., prepare registration brochure by January for distribution in February, send letters of greetings and invitation to AWOs for reading/distribution at March 1 (St. David's Day) events, update WEB site for publicity and registrations, tourist publications in Canada and USA, Britannia magazine, etc., local newspapers, television (commercial and public), contact all area churches and choirs, etc.)
16. **Fund Raising** Secure sponsorship for artists, for corporate and other general contributions, assist in program booklet advertising, government grants from New York state, promote souvenir items to mark anniversary, work with video and/or audio recording committee, etc.
17. **Props** Work with headquarters on flag and banner displays, piano, organ, flowers for stage, roses for memorial service; signage for rooms, registration, directions, section signs for Gymanfa sessions, risers, podiums for all functions where needed, communication systems--2 way radios, etc.
18. **Recording Committee** Make arrangements for possible video and audio recordings of event(s), coordinate sound and lights for all events.

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