Misty Hills Book Festival

Draft Planning Document

“Books are a uniquely portable magic.” ― [Stephen King](http://www.goodreads.com/author/show/3389.Stephen_King)

Introduction

This document serves as a draft discussion document for organising the Misty Hills High Book Festival, which will include workshops presented by the local Municipal Libraries, author talks and writer panels. As the first task is to seek expertise, support and advice to achieve the goals above, which can only be done by forming the necessary committees and sub-committees. The steering committee will need to have some de facto members and they will have to identify the key functions of each of the sub-committees.

# Committees

The organising or steering committee would need a representative from each of the participating libraries and schools included on this committee. Various other key role players will be co-opted onto this steering committee. The initial tasks of this steering committee include the following:

Setting clear objectives for the event

Conducting a brainstorming session to gather ideas

Proposing a few locations/venues and dates

Drafting a concept document paper and proposed date & time, venue, programme and activities

Decide on the roles and recommend responsibilities of sub-committees

Decide whether the information on DRM will be used

The festival dates should not conflict with other major events in the community, and care must be taken to ensure that the media facilities needed are available. It would be advisable to have the dates for the festival coincide with the South African Library week.

Proposed agenda for first meeting:

Welcome

Election of Steering Committee

Urgent Items

Dates

Finance

Costs

Sponsorship

General

Date of next meeting

## Finance Committee

This committee will be responsible for setting up a budget for the festival. They will work with the Publicity sub-committee in terms of identifying suitable sponsors and donors. The budget will need to be comprehensive and factor in all possible expenses and potential revenue streams such as:

* Accommodation for authors and guest speakers
* Application for grants and sponsors for the event
* Transport for visiting schools
* Marketing
* Venue hire (if required)
* Catering where needed

This committee will also have to investigate issue such as the need for provision of insurance coverage and public liability issues.

## Programme Committee

This committee will need to draw up the proposed programme, to include all the workshops and author talks. They will also draw up a layout plan of venues/schools to provide a comprehensive placement of all the activities. Authors, participants and guests targeted for the event also need to be identified.

## Publicity and Entertainment Committee

This committee will look at donors or service providers for donation of books, fabrication of banners and backdrops, T-shirts. Any entertainment for fringe events will be coordinated by this committee.

Schools and libraries can assist by advertising the festival at community centres, schools and libraries.

This committee will also investigate and explore plan all the different ways of marketing and advertising the festival including:

* Local press
* Region radio and TV
* Communicating via a website
* Using social network tools such as Facebook and Twitter, etc.

## Transport Committee

A transport plan, enabling easy access for all guests and visitors to the book fair, will need to be drawn up. Each school will indicate if they will need transport at the festival. This committee will also be tasked with addressing security for parking, for visitors and guests. Ian Müller, a parent at the school, has already kindly indicated his willingness to allow us to his company’s security services.

## Hospitality Committee

This committee will have the huge task of overseeing the accommodation and meals for the visiting schools and guests. Estimates indicate that the accommodation and meals for approximately 280 members of the district schools need to be catered for.

Each school will provide a list of teachers, learners and families needing accommodation as well as any special dietary needs such as diabetic or Halaal meals.

The following schools have indicated a willingness to provide accommodation in their hostels if the festival occurs during a school holiday.

**School Able to accommodate**

Crystal Waters High 26

HS Denville 110

Misty Hills High 100

Trinder Park High 30

# Feedback

It is esential that we get proper feedback from everyone attending the festival as this will be the largest festival we have organized to date. If the feedback is positive, we can envisage making this festival an annual event.

# General items

Prepare location maps (Google Earth perhaps?)

Conduct regular brievings for all volunteer helpers

Reserve guest speakers/authors for the festival well in advance

Learners or groups selected for readings, etc. notified well in advance

Arrange for second hand books for the sale table as well as volunteers to sell the books

Remember gifts and letters of thanks – establish a database for this purpose