



# Monthly talks organiser

## Introduction

The Organiser will be responsible for arranging 9 suitable speakers per year on garden related topics. The talks are held at 7:30pm, on the 3<sup>rd</sup> Thursday of each month, except March, August and December. The organiser becomes a member of the BDGC Committee, who meet 4 times a year; plus the AGM in March.

Talks to be about 60 minutes long.

The BDGC is affiliated with both the *Dorset Federation of Horticultural Societies* and the *Somerset Federation of Horticultural Societies*. These federations maintain comprehensive lists of speakers and their respective subjects. The Club is entitled to one free talk a year from the Gold Club. Details of these talks are generally forwarded to you by the BDGC Secretary. In addition, you may find other potential talks by conducting online searches and reviewing the programmes of other local gardening clubs.

## Planning the Calendar of Talks

When organising the schedule of talks, it is essential to agree and confirm the following details in writing with each speaker:

- The speaker's full name and title
- The subject of their talk
- The date of the talk
- The agreed fee and expenses
- Contact information, including telephone number and email address
- Any equipment required for the presentation

The speaker's name, talk subject, and date should be clearly worded for use in publicity materials such as posters and the club website.

## Publicity Preparation

- At least four weeks prior to the meeting, request that the speaker sends one or more photographs, in JPEG format, via email. These images will be used for publicity purposes.
- Provide information for the website and prepare a poster for the talk using the template provide. The posters are displayed at Groves and the Tourist Information Centre (TIC) in Bucky-doo Square.
- Provide a list of the forthcoming talks to the Club Secretary for inclusion in the BDGC Newsletters and for Committee Meeting reports.

## Final Arrangements

At least one week before the meeting, send an email to the speaker confirming all arrangements. This message should include a sketch map (refer to page 2) detailing the route to the venue. Ensure the speaker has a telephone number to call if the meeting needs to be delayed or cancelled on the night.

## On the Night of the Talk

- Ensure someone is present at the venue to welcome the speaker and assist with setting up both equipment and the room. (Usually prior to 7pm)
- Provide the speaker with drinking water.
- Confirm the format of the evening, including intervals and any announcements.
- Introduce the speaker, highlighting their qualifications and relevant experience.
- Ensure a vote of thanks is given following the talk.
- Assist the speaker with packing up equipment and tidying the room as required.

## Follow-Up

After the event, send a message of thanks to the speaker from the Club, as appropriate.