

EUSPBA AGM Guidelines

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I. CHOOSING A LOCATION

The first task of the AGM organizer is to acquire a hotel. I would recommend doing this in January or February. Remember that you are competing with weddings, which often book one or two years in advance. Check with the Executive Committee concerning their meeting needs for Friday evening and Sunday morning. In general terms, your meeting space needs are as follows:

Friday Evening Executive Committee Meeting: A conference room to seat between twelve and twenty, conference style with ice water, for about two hours.

Saturday Meeting: Head table with seven chairs for the Executive Committee. Ice water at head table and in back of room. Chairs to seat approximately fifty to one hundred (theater style is more space-efficient, although AGMs have been set up classroom style as well in the past) with aisles so that members can form two lines to speak at the microphones. Coffee in the morning meeting is preferred if it is not too expensive.

Saturday Evening Ceilidh: A ballroom or large room with a dance floor. A cash bar is customary. Possible set ups include large round tables, or small cocktail tables close to the dance floor and chairs around the perimeter of the room. There should be plenty of seating space, but at the same time plenty of room to mingle.

Sunday Morning Executive Committee Meeting: same as Friday evening. (may not be needed – check with the Executive Committee)

Sunday Judges' Seminar: There is usually Judges' Seminar on the Sunday after the AGM at the same hotel. Check with the Music Board Chair concerning room size and set-up needs. Typically this will be a room to seat about 50 classroom style; sometimes smaller rooms are needed as well for break-out meetings of the separate disciplines.

Check with the Executive Committee concerning what time they would like their meetings to start on Friday evening and Sunday morning. This will depend on flight schedules and travel arrangements. The Friday evening meeting is usually around 7:00 pm and Sunday morning meeting is usually around 9:00 am. The Saturday meeting usually runs 9:00 am to 5:00 pm with a 1 ½ hour break for lunch. The meeting may run later, however. Be sure the hotel is flexible. The ceilidh is usually scheduled for 7:00 pm or 8:00 pm to 11:00 pm. Access to the Saturday meeting room and the ceilidh room will be necessary one or two hours in advance for set up of microphones and any sound equipment, posters, etc.

It is preferable to choose a hotel near an airport, as many attendees arrive by plane. Free airport shuttle is also convenient. It is preferable that the hotel have a decent-sized bar, as this is where people will congregate Friday evening upon arrival. Try to choose a hotel which is convenient to other eating options, in case some people choose not to eat at the hotel. Make the hotel aware that the ceilidh will be loud. Have them try to book the sleeping rooms for our group above it so that we will not be disturbing

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other guests. Your expected attendance will vary according to geographical location. The past AGMs had 75 to 100 people in attendance of the meeting, and about 20 to 30 sleeping rooms booked. However, you will not be able to give the hotel a definite figure prior to the event, as there is no pre-registration.

During the ceilidh, you will also need designated tuning areas if you are planning to hold a contest or to have performances. Two or three small conference rooms are sufficient.

You may have to visit about six hotels before making a decision. Be choosy. You must also consider the price of sleeping rooms (usually you will be quoted a special group rate), the prices at the hotel restaurant and bar, and the rental/set-up fees for meeting space that the hotel intends to charge. Sometimes you can get meeting space at no additional charge.

II. PROMOTING THE AGM

The first write-up for the AGM should appear in the spring issue of the Voice. This will probably be a small ¼ page announcement. Supply the Voice Editor with the location, date, sleeping room rates, hotel phone number, and contact name and email address for inquires. If you are holding a contest of any sort, the entry form, as well as detailed information on the meeting should appear in the summer issue.

As soon as basic information is available, such as location and dates, this should be supplied to the Webmaster for posting on the website.

Keep the Executive Committee informed of your progress at regular intervals. They will appreciate the reassurance that the AGM organization is progressing smoothly.

III. PREPARING FOR THE MEETING

A. PACKETS

It is customary to prepare packets to be handed out to the membership as they enter the meeting. The number of packets to prepare is difficult to predict, but attendance rarely tops 100. Obtain the required number of one- or two-pocket folders. The executive Committee can supply you with the required number of copies of the Constitution and Bylaws of the EUSPBA. Let the Executive Secretary know in advance how many copies of the agenda you will need. These will have to be added to the folders after the Friday evening Executive Committee meeting. It is helpful to prepare simple directions to local fast food restaurants. It is also preferable to include a brochure concerning local tourist attractions. This may be obtained from your city's

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tourist bureau or chamber of commerce. Often the folders are personalized with some sort of logo highlighting the host Branch or city.

B. AUDIO

You will need two microphones at the head table and two microphones on stands in the audience. The audience microphones should be placed at an angle so that the speaker can see the Executive Committee as well as the membership while speaking.

Check with the Executive Secretary concerning meeting needs. The Executive Secretary will typically need a projector for displaying the agenda items during the meeting.

C. MEETING PROCEDURES

Issue colored 5"x7" index cards for voting. Two different colors of index cards will be needed, one for individual member voting and one for member band voting. Have a table set up near the door of the meeting manned by several volunteers. When someone enters the meeting, they are given a packet. Their name is crossed off the roster obtained from the Recording Secretary. (After the meeting, return this roster to the Recording Secretary, so that he/she may have a valid count of those in attendance of the meeting.) Attendees are asked if they are a representative of a band. If so, that band is crossed off the roster of member bands and that person's name is written next to the band's name on the roster. (If another person enters later and says he/she is the representative of the same band, he/she is told to go find the first person and decide amongst themselves who will vote on behalf of the band. Only one representative per band is permitted.) The attendee is given one colored index card for individual membership, and if appropriate, the other colored index card for band representation. (Member bands receive seven votes.) This system makes vote counting much easier, and makes it impossible for non-EUSPBA members to vote.

D. OPENING REMARKS

Someone from the Branch should open the meeting. You may choose to do it yourself, or you may ask your Branch Chair to do it. If someone else is asked, jot down the points you wish him/her to cover. In general the speaker should welcome everyone to the meeting. Inform them not to raise their hand if they wish to speak. Merely get in line for the microphone. This gives everyone equal opportunity to speak and frees the Executive Committee from remembering who raised their hand first. Speakers should identify themselves each time before speaking, as the meeting is being taped for future preparation of minutes. Encourage people to speak only if they have something new or different to say, but not to reinforce a point already made. Explain voting procedures. Encourage everyone to keep in mind the aims and objectives of the Association during the proceedings.

IV. PREPARING FOR THE CEILIDH

A. AUDIO

You will need a microphone for the emcee. If you are not planning to hire a band, you need a sound system to play taped music.

B. EMCEE

Ask someone in your branch to volunteer to emcee the ceilidh. This will preferably be someone with a pleasant speaking voice and improvisational skills, as things rarely go according to plan. Prepare some guidelines for your emcee ahead of time. Supply him/her with a projected time schedule for the ceilidh and any specific comments, such as thank you's to volunteers and sponsors, that you would like included.

C. ENTERTAINMENT

If there is a local pipe band and/or a local ceilidh band which includes members of your branch, ask if they would be willing to donate their time to perform. If you choose to open the floor for performances, I would recommend that you consider in advance who you think may be willing and able to perform and send them an email requesting the donation of their time and talents to perform at the ceilidh. It is often difficult to coax people to get up and play, particularly early in the evening. It is good to have at least several acts already lined up.

D. FOOD

Snacks such as chips, pretzels, or nuts on the tables are a nice touch. Everyone will be coming right from dinner to the ceilidh, so not much is necessary. If the hotel permits you to bring in your own food, I would recommend doing that, as most hotels will charge you an outrageous amount for these snacks.

E. AWARDS CEREMONY

During the ceilidh, year-end awards will be presented. This presentation is handled by the Executive Committee, so no preparation by you is required.

F. CONTEST

Another option for the ceilidh is to hold a contest of some sort, perhaps a quartet contest and a drum corps medley contest. Mini-band contests are another option. This must be decided early enough to be published in the Summer issue of the Voice, otherwise potential competitors will not get the information soon enough. You must also obtain judges. Ask judges who you know are going to be at the AGM to volunteer to judge. They will likely be willing. Score sheets must be obtained ahead of time from the Sanctioning Officer. Pipe Band score sheets are fine for quartets or mini-bands. The top section of the score sheet should be filled out before giving it to the judge, particularly the competitor's name. If the draw for order of play is not done ahead of

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time, it should be held no later than just after the daytime meeting, so the competitors know when they need to return from dinner to begin tuning. Also at this time competitors may be informed of the designated tuning areas.

Page 14 is a copy of the projected ceilidh schedule for the 1991 AGM ceilidh to use as a guideline.

V. WRAP – UP

Within two weeks after the AGM, send thank you notes to all sponsors, volunteers, contest judges, ceilidh performers, etc. Also prepare a small AGM wrap-up article to be printed in the Voice, and forward it to the Editor.

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SAMPLE CONTEST ENTRY (printed in the Voice)

EUSPBA CENTRAL BRANCH QUARTET & DRUM COPRS CONTESTS

Saturday, November 9, 1991 at the Philadelphia Airport Marriott

GENERAL INFORMATION: The quartet and drum corps contests will take place on Saturday, November 9, 1991 at the Philadelphia Airport Marriott Hotel in Philadelphia, PA. The ceilidh will begin at 8:00 PM with performance by "Highlander" (bagpipe rock band featuring the Bell Brothers). The quartet contest will begin at 8:30 PM followed by the drum corps contest at 9:30 PM, times approximate. Winners will be announced and prizes awarded at 11:30 PM. Tuning rooms will be available, locations to be announced. Tuning rooms will be open at 7:30 PM and will be on a first come basis. Draw for position of play for the contests will be at 5:00 pm or at the conclusion of the meeting in the AGM meeting room.

Prize monies for the contests will be as follows:

\$250.00 First Place

\$100.00 Second Place

\$50.00 Third Place

Either each individual member of a quartet or drum corps must be an EUSPBA member, or all members of a quartet or drum corps must be members of an EUSPBA member band. Please supply appropriate EUSPBA numbers (s) on entry form (s). CONTEST ENTRY FORMS AND CEILIDH PARTICIPATION REGISTRATION FORMS MUST BE RECEIVED BY OCTOBER 31, 1991.

CONTESTS SPONSORED BY:

****DELCO SCOTTISH GAMES ASSOCIATION****

****EASTERN UNITED STATES PIPE BAND ASSOCIATION****

AS WELL AS:

MCINTOSH BAGPIPE SUPPLIES, JIM MCINTOSH
933 Braddock Road, Pittsburgh, PA 15221

DAVID J. HALL
In memory of P.M. John A. Hall, Sr.

BAGPIPE MUSIC INDEX, Jim Coldren
P.O.Box 196, Tutusville, NJ 08560

WEE HOOSE OF SUPPLIES, Angus MacDonald
1192 Timber Lane, Chalfont, PA 18914

MARK HUMPHREY'S HIGHLAND DRUMMING SUPPLIES, Mark Humphrey
149 Robin Street, N. Versailles, PA 15137

MARK WYGENT, REEDMAKER
46 Saddler Drive, Christiana, PA 17509

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EUSPBA CENTRAL BRANCH QUARTET & DRUM CORPS CONTESTS
CONTEST ENTRY FORM & CEILIDH PARTICIPATION REGISTRATION
Saturday, November 9, 1991 at the Philadelphia Airport Marriott.

QUARTET: Requirement – 3 to 7 minute medley. \$10.00 entry fee.

Competitors – 4 Pipers .

NAMES OF PIPERS

EUSPBA NUMBER*

_____	_____
_____	_____
_____	_____

*or EUSPBA NUMBER OF PIPE BAND TO WHICH PIPERS
BELONG _____

NAME OF PIPE BAND TO WHICH COMPETITORS BELONG OR FICTITIOUS NAME OF
QUARTET: _____

DRUM CORPS: Requirement – 3 to 7 minute medley. \$10.00 entry fee.

Competitors – Minimum four drummers, any combination

NAMES OF PIPERS

EUSPBA NUMBER*

_____	_____
_____	_____
_____	_____

*or EUSPBA NUMBER OF PIPE BAND TO WHICH PIPERS
BELONG _____

NAME OF PIPE BAND TO WHICH COMPETITORS BELONG OR FICTITIOUS NAME OF
QUARTET: _____

CEILIDH PARTICIPATION REGISTRATION FORM

We have much scheduled for the ceilidh, with the contests and the awards ceremony for the year-end winners. I want everyone to feel free to participate during the ceilidh, but I would like it to be organized and planned ahead of time in order to make this the best possible ceilidh for all. That is why I am requesting that you let me know ahead of time if you would like to perform during the ceilidh.

NAME _____ PHONE# _____

EMAIL ADDRESS _____

MY PERFORMANCE WILL INCLUDE (Piping, Drumming, Dancing, Pipe Band???)

Please remember to include entry fee(s) with contest entry form(s) and mail to:

Linda Hall, EUSPBA Central Branch Secretary
7253 Saul Street
Philadelphia, PA 19149
215-332-9133

ENTRIES MUST BE RECEIVED BY OCTOBER 31, 1991

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SAMPLE CEILIDH SCHEDULE



1991 AGM CEILIDH
Saturday, November 9, 1991
8:00 PM to 1:00 AM
Philadelphia Airport Marriott

SCHEDULE OF EVENTS

(Depending on the number of contest participants, all times after 8:30 pm are approximate.)

8:00 pm	Announcement of contest tuning areas
8:00 to 8:30 pm	Performance by Highlander (bagpipe rock band featuring the Bell Brothers)
8:30 to 9:30 pm	Quartet Contest
9:30 to 10:30 pm	Drum Corps Medley Contest
11:00 to 11:30 pm	Performance by the year-end winner of each grade of solo piping, concluded with a performance by Central Branch Chairman Scot Walker
11:30 pm	Awards presentation for Quartet and Drum Corps Contests
11:35 to 12:30 am	Ceilidh participation (we would encourage all who wish to perform – please notify ahead of time for schedule purposes)
12:30 am	Raffle drawing for winner of Leather-Bound Collection of P.M. Wm. Ross Books Volumes I through V donated by McIntosh Bagpipe Supplies (tickets available for purchase at the ceilidh)
12:30 to 1:00 am	Performance by Highlander (bagpipe rock band featuring the Bell Brothers)

VI. TIME TABLE

January or February	Book Hotel
February or March	Mail letters soliciting donations
March	Send information for AGM announcement to the Voice Editor
April	Solicit branch volunteers to emcee the ceilidh, to sit at the meeting registration table, to sell raffle tickets or take memberships at the ceilidh, etc)
June or July	Obtain ceilidh entertainment (if applicable)
June	Send contest entry form to the Voice Editor
September	Obtain contest score sheets
September or October	Obtain contest judges Prepare packets to be handed out at meeting
Early October	Send letter to all donators inviting them to attend the ceilidh
October	Purchase voting index cards Order snacks for ceilidh and , if desired, coffee for meeting room from hotel
Early November	Prepare opening remarks for meeting Prepare approximate ceilidh schedule and guidelines for emcee
Friday Evening	Obtain necessary number of agendas from the executive secretary and put them in the packets
Middle November	Send thank yous to all volunteers, contest judges, donators, ceilidh performers, etc. Prepare AGM wrap-up article to be printed in the Voice and send to the editor.