

Can you help the Little Missenden Festival?

Sept 16

Running a successful Festival involves a lot of work – some while the Festival is on, some across the rest of the year. We have a good and friendly team of volunteers, but we could use a bit more help.

If you'd like to give a hand we'd be very pleased to hear from you. Whether it's only a few hours once a year, or a larger involvement – it all helps. Below are some of the things that have to be done. If you'd like to talk about it please get in touch (see the back of this form).

Small, occasional and short term tasks:

During the Festival

1. Ushering during concerts – taking tickets, showing people to their seats
2. Helping the box office manager in various ways
3. Helping with 'stage management' – lighting, sound equipment, candles, moving chairs etc
4. Helping look after artists during rehearsals and performances
5. Providing food for artists
6. Picking up artists from stations
7. Putting up artists overnight
8. Selling CDs at concerts
9. Collecting concert information for the Performing Rights Society

At other times

10. Distributing leaflets and brochures to local outlets, and topping them up
11. Checking drafts of the brochure, programme notes etc
12. Occasional local transport and deliveries

More general support

1. Photographic help: taking Festival pictures and dealing with artist photos
2. Helping with IT – internet, computer skills etc
3. Providing occasional help to the Treasurer
4. Helping with publicity, marketing, communications:
 - Preparing the brochure, draft flyers and leaflets
 - Updating or developing the website
 - Press and media publicity, PR
 - Social media (Twitter, Facebook etc)
 - Getting our events on to internet listing sites
5. Working with the Programme Committee to help implement the programme
6. Supporting the fund-raising team, who apply for grants and raise sponsorship
7. Organising and co-ordinating, administrating, progress-chasing

Artistic roles

8. Programme note writing
9. Managing concerts and events
10. Talent spotting, programme planning
11. Artist liaison
12. Writing reviews

More below!

Friends of Little Missenden Festival: One of the best ways of supporting the Festival is to join the Friends. This is a registered charity (no 266028), so it can recover tax on all its subscriptions (minimum £15 per annum for individuals, £20 for couples). Membership entitles Friends to priority booking and provides financial support – without which we could not afford to commission new works, or to run such a high quality programme in our small venues.

Sponsorship: Future concerts and other aspects of the Festival can be sponsored by individuals or organisations. Again this helps us run a high-quality Festival.

If you would be willing to discuss helping in any of these ways we'd be grateful to hear from you. Please:

- Ring Angela Bishop on 01494 786749
- Email to contact@little-missenden.org
- Tick the relevant box below and hand the sheet in, or post to Angela Bishop at 30 Church Street, Chesham, HP5 1HU.

I would like to discuss helping with the Festival	<input type="checkbox"/>
Tell me more about the Friends	<input type="checkbox"/>
I would like to join the Friends	<input type="checkbox"/>
Tell me more about sponsoring concerts	<input type="checkbox"/>

Many thanks for your support.