

GROUP ORGANISER APPLICATION FOR SAMHUINN FIRE FESTIVAL 2021

Please submit to festival@beltane.org by 11:59pm on Thursday 17th February 2022.

Please CC all proposed G.O.s in your submission email.

PLEASE READ THE GROUP ORGANISER GUIDANCE NOTES BEFORE FILLING IN THE APPLICATION FORM.

By submitting this form you are declaring that each of you has read and agree to the contents of the GO Agreement and the Code of Conduct.

Provide all information requested, and answer the questions as clearly as possible

Thank you, and good luck!

You may be asked to attend GO Interviews in the week after the deadline.

The Group Organiser (GO) preparation days (GO Weekend) will be on 25th - 26th February.

All GOs must attend the entirety of the preparation days, let us know below (in the availability question) if this will not be possible and why.

GO meetings are on Tuesday evenings and will alternate between remote and in person meetings at least one GO from each group must be at every meeting. Agreements made in GO meetings will be final.

GOs are responsible for facilitating a positive and cohesive festival experience for a group of volunteers.

We ask you to have **at least two fully informed and prepared GOs** on the form to ensure group leadership can continue should one GO become unable to take part. Recruiting a member of the group is not appropriate, as all GOs need to be considered and approved by the Board in advance. If you are struggling to find a co-GO, feel free to contact the Board or Blues, who can help.

Whilst two GOs is generally preferred (because of room sizes and head space!), there can be occasions when there are good reasons for the presence of a third organiser. If you feel a third GO is necessary to your group or to your GO team dynamic, please submit their name in the application, along with a brief explanation of the reasoning behind their presence, and the role(s) they will undertake in the group.

There are no trick questions to this form! We just want to know your background and ideas so we know how you'll fit into the festival. If you have any questions, don't hesitate to ask. You can contact chair@beltane.org about the form, or blues@beltane.org for story guidance.

Please provide the following information and answer the questions as clearly as possible:

Group and Organiser Details:

Name of Proposed Group:

Full name (please also include nicknames), email address and mobile phone number of all proposed group organisers

Dates you will be unavailable, throughout the festival period (including the debrief in mid-May):

What is your previous GOing and volunteering experience within BFS? What other relevant experience do you have outside BFS? (eg: leading volunteers, teaching or training others, administration and management experience, performance or production experience)

What is the minimum & maximum number of people you propose to have in your group? This must include all helpers, fire tech etc (please provide a breakdown of numbers e.g.: 10 group, 2 GOs, 2 helpers, 1 tech)

Group Concept:

Please give us a summary description of the concept, character and core themes for your proposed group. Please keep it to a maximum of 300 – 350 words.

Please give us a summary of how / where you think your group fits into the the overall festival
Please keep it to a maximum of 100-200 words.

Do you envisage your group interacting with the audience? If so, how?
Please keep it to a maximum of 100-200 words.

Do you envisage your group interacting with other groups / court? If so, how?
Please keep it to a maximum of 100-200 words.

Running your group:

How do you intend to recruit your group and in what style do you intend to lead it?

What specific skills or knowledge do you think it will require to make your ideas happen and who do you envisage bringing these to the group? If you will be seeking assistance from people outside of the group, have you already contacted them to discuss their involvement? (please Name names where possible)

What additional support might you require in order to realise the concept or performance of your group? If you feel that your group will be unusually expensive due to the need for practices to be in a hired venue (e.g. for drum groups), or expensive props, please tell us here. We'll consider requests on a case-by-case basis, but can't guarantee extra funding.

If one, or all, of the proposed GOs of your group were unable to continue leading, how would you manage this situation, to ensure that the group continues?

How much money do you think your group members will have to spend as part of your group and how do you intend to organise this? (Who will look after the money, how will they keep track of group finances?)

Please complete the following basic group budget table with estimated figures. (If you have done a budget in a different format you may copy and past it here instead of using the table)

Incoming funds	Costs
<p>A. £ per Member:</p> <p>B. No of Members:</p> <p>C other income:</p>	<p>D. Weekend away (place, catering, transport, fire wood):</p> <p>E. Costuming and Makeup:</p> <p>F. Rehearsal Spaces:</p> <p>G. Getting Ready Spaces</p> <p>H. Transport and logistics</p> <p>I. Other costs</p>
<p>TOTAL Income (A x B + C)=</p>	<p>J Total spend: (D+E+F+G+H+I) =</p> <p>+ Contingency (J x 1.1) =</p>

How will you minimise the risks for the members of your group, the larger society, and our audience? How will you ensure responsible and respectful behaviour from the members of your group?

If your group's activities on the day of the festival begin or extend beyond the main event itself (i.e. if you start your performance early in the day, or intend to perform at the after-party), how do you intend to support the wellbeing of your members (i.e. with rest and/or meal breaks)?

If a volunteer with a disability or illness joined your group, what difficulties do you think they might encounter and how might you offer support in that situation?

How do you plan to organise your group with regards to COVID-19 safety? How will practices be organised? How will you manage 'covid-anxiety' in your group?

Safeguarding:

The Role of G.O. is a position of authority over other festival participants. Unfortunately past behaviours of some festival G.O.s is now being considered as an abuse of the position that they held and is seen to have fostered a toxic and damaging environment for volunteering. As a result o

f significant findings by trustees investigating the safeguarding issues, a number of individuals have been asked to resign their membership of the society and there have been some large changes to the volunteer agreements and processes.

BFS will be asking for a basic criminal disclosure certificate from each of our successful GO applicants, and will remove a GO if, having not declared it they are found to have been convicted, cautioned or where there is a record of investigation for any crime of a sexual or violent nature or if they have cautions or unspent convictions for dishonesty or theft.

If you have something to declare you must email safeguarding@beltane.org where we will give you the opportunity to put any offence into context, explain circumstances and give us a chance to effectively assess and consider the risks in advance of your application. We expect you to be fully transparent with your co GOs.

By submitting the application without having taken this opportunity we consider that you have no criminal convictions or cautions to declare. You can also use the safeguarding@beltane.org email address to ask questions about this part of the process.

BFS Community [re]Building trust.

If you feel that your past behaviour within the community has not exemplified the Code of Conduct outline here what steps you have since taken to modify your behaviour and what actions you will take to ensure that your group members and other volunteers feel safe: