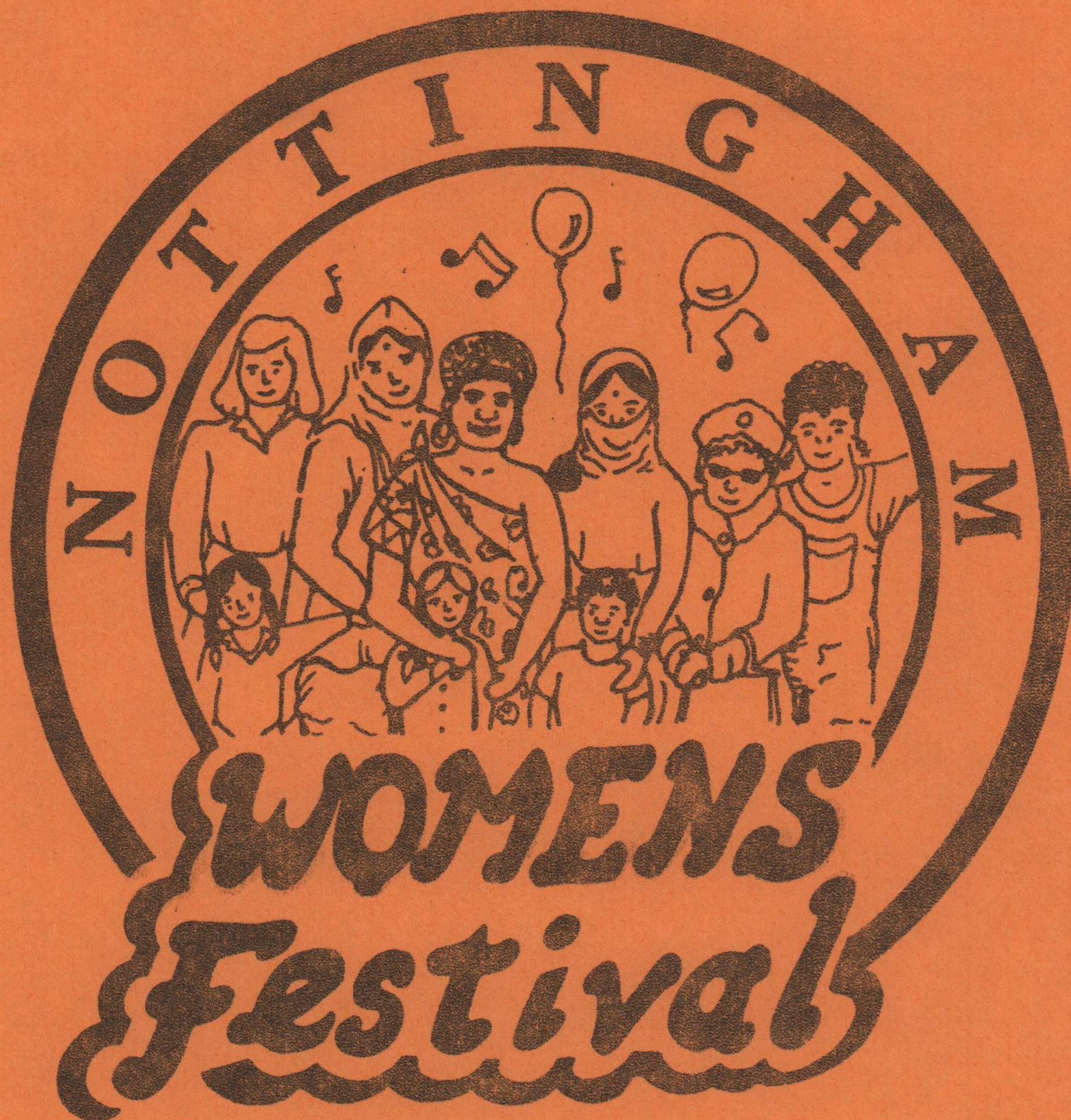


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NOTTINGHAM WOMEN'S FESTIVAL REPORT
1987

Nottingham Women's Centre,
30 Chaucer Street,
Nottingham.

30th July 1987

Dear Gail,

Please find enclosed a copy of the Evaluation Report on the 1987 Nottingham Women's Festival. A copy of the report had been sent out to the NALGO Divisional Office in June but unfortunately had been sent to an address which we now understand to be out of date.

The Co-ordinating Group of the 1988 Nottingham Women's Festival is, with a few exceptions, made up of women who were not involved in 1987's Festival hence the delay in realising this mistake.

I am unable to discover with whom the Nottingham Women's Festival Group had contact for the 1987 Festival. Therefore I would appreciate it if you could circulate this report to people who would be interested and who supported and aided our successful request for financial help for the 1987 Nottingham Women's Festival.

Yours sincerely,

for Nottingham Women's Festival Group.

EVALUATION OF THE WOMEN'S FESTIVAL 1987

Introduction

This years women's festival was the sixth annual festival to be held in Nottingham. The festival has changed substantially since the early festivals which had been organised by a small group of women based around a weekend of workshops held at the WEA and a number of centrally held arts and social events.

This year's festival has been organised differently as a new group of women came together to co-ordinate/create a new style of festival. After the 1986 festival there was some concern expressed that the festival was only appealing to a minority of women in Nottingham and this year an attempt has been made to involve many more women in the design and organising of festival events, so that there would be more to interest a wider range of women. A special effort has been put into contacting and encouraging Asian, Afro-Caribbean, working class women and lesbians to take part as these groups were seen to have been under-represented in the past festivals. Thus the main principle for this festival was that the group should co-ordinate rather than organise the festival; the idea being that there were some tasks that had to be undertaken centrally, like publicity and fundraising, but that women would become more involved and interested if they could organise their own events at the centres they knew and enjoyed going to.

The co-ordinating group was established in the summer of 1986 and has undertaken four main tasks, outreach work to involve women's groups in the festival, sorting out budgets and applying for funds for most of the festival, organising the publicity across the city about the festival and the different events that were happening, and finally collating the evaluation sheets and feedback about the festival in order to assist in the planning of the 1988 festival.

The aims of this report are both to inform people and agencies, including funders, of how the festival was organised, and to look at some of the problems that we encountered and how these may be tackled in the future. The report is split into sections which reflect both the chronological progress and the areas of work as outlined above.

The Co-ordinating Group

The group started to meet on a regular fortnightly basis from September 1986 and has continued to meet until the present time. These meetings have been held at the Nottingham Womens Training Scheme and have been open to all interested women, a creche has been available at all the meetings. These meetings have tended to concentrate on all the decisions that had to be taken, such as what were the aims of the festival (see attached appendix 1), who would get priority if there was a shortage of funding, what events would be women only and what mixed events could be supported. The minutes of these meetings were sent to all the groups that we could find contacts for and to individuals who had expressed interest in the festival. The attendance varied from half a dozen to thirty women depending on what was being discussed and who could come etc.,

The main tasks taken on by the co-ordinating group were undertaken by a number of sub-groups, the first group to start work was the outreach group, followed by the funding group and later the publicity group.

The co-ordinating group also had the assistance of two students on placement with the Community Work Training Unit as part of their social work training, and these women became involved in whatever work was paramount during the time they were with us.

This report has been compiled by women who were involved in all these activities.

Outreach Work

The structure and content of the 1987 festival has largely been dependent upon the nature and extent of our outreach work. The aim of the outreach work was to visit women's groups from sectors of the community who had not previously been involved in the earlier women's festival.

Before the actual outreach could start in earnest we had to prepare a printed outreach pack which explained what the women's festival had been, the aims of this year's festival, as well as details of how groups could become involved in the festival if they wanted to.

The first stage of the outreach had actually begun in April 1986 when we contacted about forty groups to notify them of the festival's existence and to see if they wanted either to join in some of the discussion meetings that were held to discuss the future of the festival or to start to think about how they might like to contribute to the festival by organising their own events. This phase continued over the summer, during this period the outreach pack was completed and sent or taken out to groups. It involved making contact by letter or telephone with over fifty women's groups in the city, and arranging to visit as many as possible.

In the autumn the second phase started with us re-visiting groups with application forms and budget proposal forms to complete (see appendix 2). The response to this contact with groups was very encouraging in that we had over fifty applications returned by the November 21st deadline, and within these were applications from all those groups which had been prioritised earlier by the co-ordinating group. As a result of our outreach work we compiled an extensive contact list which will form the basis of our work for the 1988 festival and which has been used in the compilation of the Women's Directory (soon to be published by Rainbow Centre and Your Own Stuff Press).

As we went around to groups we found that many of them did not know about the women's festival or confused it with the Nottingham Festival. As a result of the festival becoming more widely known we expect that there will be an even greater response next year with more groups wanting to put on events within the festival, and they will have more time to plan and organise their contribution.

Funding

This has been a major difficulty in organising the festival, to both the co-ordinating group and to the various event organisers.

We contacted the women members of the County and City councils in September, and officers of the various departments in October to do two things, one to give notice of our intention to apply for funding for the festival and two to get information on how to go about applying, to whom to apply for what, and the deadlines for our applications.

In November, following on from the outreach work, groups or individual women who had decided to organise an event sent in planning details and a provisional budget. In December we categorised the applications and applied to what we considered to be the most appropriate committee or organisation. As we began to get an idea of how much funding we could expect to receive so we notified groups that they would have to reduce their budgets, the overall amount being requested by groups was £ 11,000 , and it was not going to be possible to find this amount of grant aid. The co-ordinating group agreed a set of standards which would be applied to all groups, for instance asking all groups to remove any budget costs for refreshments, suggesting that they ask people to bring things to share or making charges to cover costs. We also suggested to some groups where they might be able to find cheaper, if less ideal, accommodation.

We had a number of setbacks, such as when the East Midland Arts informed us that they had no funds left, in the 1986 festival they had provided £1000 in grant aid; likewise the Community Facilities Liaison Group had run out of funds when we went to speak to them. By the end of January we still didn't know how much funding we would receive and event organisers were desperate to know how much they could or couldn't spend. They had to decide whether to gamble on funding becoming available when confirming provisional bookings on premises and of artists, workshop facilitators etc., We were very concerned to discover that our application for funding had been removed from the January committee of the County Council Policy and Resources Committee, not only were we not informed of its removal but it left us in the position of not being able to confirm funding to certain events when we had previously said we would be able to do this by the end of January. In the event the County Council did not discuss our application until the end of March.

Another difficulty came when the Sports Council could not pay out a grant until the receipts and balance sheet had been received from the previous festival organisers and this took some time to obtain.

The festival eventually started with no confirmation of how much funding we could receive, we therefore had to base our spending on what we were informed we could reasonably expect from the County Council. We had another upset when we heard in late March, when the festival was nearly over, that we would get a grant that was approximately £1000 short of what we were expecting. On April 10th however we were very pleased to receive the news that this amount would in fact be increased by up to another £1000. Thus we have been able to pay off all the debts and committed payments; a very pleasing end to a month of activities which had worked so well.

The group would like to stress, on its own behalf and on behalf of event organisers, and we have gathered on behalf of the funding bodies, that this method of funding is totally unsatisfactory. For the 1988 festival we would like to suggest that the funders allocate a specified amount to the festival in May and June of 1987 so that the planning events can begin earlier and proceed with some financial security. In order to overcome some of the difficulties encountered in trying to get detailed costings from the 1986 festival, we devised a system of invoices, receipt forms and balance sheets which all groups requesting grants had to complete and return to the co-ordinating group (copies attached in appendix 3). This system has worked reasonably well and has enabled us to complete the accounts within a few weeks of the end of the festival, and to submit all the relevant receipts etc., to the funders.

Publicity

A high priority of the women's festival group was to widely publicise the festival to women throughout Nottingham and Nottinghamshire. We tried to achieve this aim through the following tactics:

We had 3000 large posters printed and 20,00 copies of the detailed programme of the events. The programme included the date, place and description of the event along with access details and a phone number for people seeking further information, e.g. about the creche facilities. In the programme we included a paragraph about the festival group, our aims and the funding that had been arranged. The programme was translated into Urdu, Punjabi and Hindi.

The posters and programmes were widely distributed, with postage facilities and costs being provided through the City Council Equal Opportunities Unit. We sent copies to every community and leisure centre in the city, to all known women's groups, ethnic minority groups, further education colleges, libraries and health centres as well as to community workers and projects throughout the county.

The programme was included in FOCUS, the CVS magazine, the LISTINGS magazine, produced by the Rainbow Centre and in the City council paper The Arrow. Programmes were also distributed locally by the organising groups and in the centre of the town from a stall organised to publicise the start of the festival.

Each group organising an event also produced their own posters, using the blank posters provided with the festival logo already printed on it, and organised their display in shops, laundrettes etc.

A window display was produced and put up in the CVS window during the first week of the festival, the display was also put up in the Women's Centre on one of their open afternoons. Radio publicity was used throughout the planning and organising of the festival. During March both the women's festival group and the event organisers utilised publicity spots provided by Radio Trent and Radio Nottingham; this was mainly organised through TXRX, Careline, Reggae Mix, Back-a-Yard and Navrang. Press releases and festival information was also sent to community newspapers, with a mixed response.

A number of unforeseen problems were encountered with this process:

Collation of the event details for the programme was very time consuming and a difficult process; we set a date limit to allow time for printing and distribution in advance of the festival but many groups did not adhere to this. This was partly because of the Christmas period and some problems with the post getting delayed, partly because some groups had not finished

their planning by early January and partly because many groups couldn't finalise details of their events until they knew about the success of their funding applications. Thus several errors and omissions were made in the programme and it was necessary to produce a late sheet of amendments and other events; these sheets obviously did not get the same coverage as the initial programme had.

Another difficulty we encountered was in the Health Authorities refusal to display the posters or leaflets as they considered it inappropriate, despite there being many events on women and health and related topics.

We had expected to be able to get information into The Evening Post and The Trader about the festival; we debated using The Trader because of the dispute but felt it was important to get to as many women as possible; in the event they didn't publish any details about the festival at all.

We anticipated that we would have to deal with the question "why women only" events, and we wanted to put across the message that the festival was for all women to join in; thus we organised a couple of training sessions for the key people who were undertaking the radio interviews, with the assistance of the community radio team at CVS, to work out a common approach. Despite this planning much of the time during some of the interviews were spent answering the "why women only" question and thus didn't always manage to get the image and information across that we wanted. This problem was encountered again in the leafletting in town, when many people refused to take leaflets or made derogatory comments, this is an area where more thought and work needs to be undertaken.

On the first day of the festival we borrowed a van with a loud hailer on it and went around some of the neighbourhood shopping areas announcing the festival and leafletting, this was more successful when the van came into the town on the Saturday afternoon, it attracted a lot of interest in the festival.

Throughout the festival programmes and the late sheets were taken to most of the events in the festival, as well as to non-festival events that were happening. One of the questions on the evaluation sheet asked about how women had heard about the festival and the results of this will be useful to next year's planning.

Evaulation Of The Festival

We wanted to find out what women who came along to any of the events thought about the festival and what they would like to see in future festivals that would be of interest to them; we also wanted to gain some basic information such as how they had come to hear about the festival. We devised a simple questionnaire (appendix 4), which we asked all event organisers to hand out during their event, they could then either be handed into the organisers or sent to the co-ordinating group.

We also wanted to find out what the events organisers thought of their events, what were the difficulties they encountered and what were the good points about the event(s). (appendix 5). We have so far received 95 replies from women attended events during the month and 18/20 replies from events organisers.

Nearly everyone who attended an event enjoyed themselves and got something out of it, there were only a few women who had not enjoyed themselves and these had found the level of the workshops too low/basic or felt that the event was poorly attended. Most people enjoyed meeting other women, felt they had been able to try out something different or learn something new.

There were many suggestions for what could be included in future festivals; including more workshops on health issues, drama and art events, assertiveness and self awareness training sessions, cookery (vegetarian and wholefood), different cultural events, dressmaking and photography workshops, communication skills sessions, sports events, like women's football, and many more ideas.

The best places to distribute publicity seem to be through youth and community centres, day nurseries, the Women's Centre, schools with libraries, the radio, resource centres and black centres as a second level. Friends and leaflets vied with each other as the main source of information about the festival and specific events. A more detailed analysis of the questionnaires is being prepared for next year's organisers.

The events organisers' sheets reflected both the enjoyment and worthwhileness of the events and the problems they encountered. The most frequently commented upon problems concerned the lack of knowledge of finance available to them, and the difficulties of trying to book premises and artists/workshop leaders/speakers without having the money 'up front' well in advance. Some organisers found it difficult to sort out suitable venues which had separate space for food and creche arrangements, a couple of the events attracted so many people that there was very little space, particularly the Asian Women's Fashion Show. Other organisers had problems with getting transport to move equipment and tables etc., while

one or two had trouble in finding where to hire/borrow video equipment, i.e. video players, and would have appreciated some help in setting up and using the equipment. Some organisers commented on the short space of time in which to get organised and the deadlines set by the co-ordinating group for publicity. One group wanted the co-ordinating group to fund press advertisements in their area and another group commented on the problem of being asked to cut back their budgets part way through the organising of the event. A couple of organisers found it difficult to locate local women with particular skills and one found it hard to get local women involved in the planning of the event. Despite all these problems most organisers were prepared to think about organising something for the next festival, the organisers of the most successful events were obviously the keenest to repeat the experience, but even those which did not attract too many women are prepared to be involved in future events.

After the festival was over an open meeting was held at which the way the festival had gone was discussed and out of this came some good ideas for the future, such as spreading the festival over two months so that there are not so many events happening on the same weekend, or several events every week, as this means that women have to choose what to go to out of a number of events that they are interested in; for women with low incomes there are difficulties in being able to afford to attend several events, although most of the workshops were free those attending had to pay for refreshment, and the social events all had door charges to try to cover the costs involved. Another suggestion was that the main programme should be laid out in geographical areas so that women could clearly see what was on in their area. These and other useful suggestions will be taken into the planning of next year's festival.

So overall then a positive picture of the new style of women's festival with many women and groups having enjoyed this year's festival and are wanting to be involved in the 1988 festival. The planning for the seventh festival has already begun, all we need is to know that the funding will be available to make it even bigger and better.

WOMEN'S FESTIVAL (1987) A SET OF GUIDELINES

Drawn up by a group of women who attended the open Women's Festival meetings held fortnightly at Nottingham Women's Training Scheme.

If any individual or group wishes to change or add to these in any way, you are very welcome to come along to the meetings to share your suggestions.

1. What Is The Festival About?

The Women's Festival aims to bring lots of women together through activities and interests suggested and organised by women of Nottingham.

The Women's Festival hopes to give women the opportunity to:

- i) have a good time.
- ii) get together and build up long term links.
- iii) take positive steps to involve women who are at home, giving them support.
- iv) look at ways of combating and understanding the racist and sexist structures which oppress women.
- v) to find out about the strengths and achievements of women in the past and present.
- vi) look at political ideas affecting all women.

The group proposes that all activities should be dispersed to community centres, schools, health centres, libraries etc., to give easier access to women who wish to take part.

2. Who Is The Festival For?

It is for the women of Nottingham. Priority of funding will be given to women with disabilities; Asian women; Afro-Caribbean women, Lesbians, and working class women. A minimum of 80% of Festival events should be organised by these groups.

3. What Is The Festival Groups' Function?

- i) To publicise the Festival.
- ii) To act as a link between the women in the community and funding bodies.
- iii) Co-ordinate applications.
- iv) Organise advertising e.g. posters, leaflets etc.,
- v) The group will not be organising events.
- vi) Pay - for workers - hourly rate for workshop leaders, creche and caterers to be equal = £4.50. per hour.

Pay - for performers - minimum fee of £50 per performance to be negotiated upwards taking into account number of performers, travel expenses and equipment.

WOMEN'S FESTIVAL GROUP/OUTREACH LETTER

For the past five years a Women's Festival has taken place during March. This consists of events and activities, socials, performances, films, exhibitions, workshops and speakers.

The Festival has been organised voluntarily by womens' groups and individuals. Funding comes from the city and county council to pay costs such as venue hire, performers, child care etc.,. In the past the Women's Festival has put on 40 events in many different venues and attracted over 5,000 women.

However there was quite a lot of dissatisfaction about this year's Festival because it was only reaching the interest of a limited group of women. There have been no events organised by or for Afro Caribbean women, Asian women, working class women, lesbians or women with special needs.

We are part of a new group which is trying to inform as many women as possible about the existence of the Festival, that money is available, and to encourage as many women as possible to get involved and put on events for their groups or community.

The Women's Festival Group is an open group which meets once a fortnight at the N.W.T.S. Monday, 7.00 - 9.00.p.m. Creche available. All women are welcome.

At the moment we are setting up various working groups to do:

- a) Outreach work (i.e. information spreading about the Festival).
- b) Funding - applying for a paid worker and for grants from different sources.
- c) Publicity group.

If you are not able or interested in coming to any meetings but would like to organise an event as part of the 1987 Women's Festival we will visit you with an application form for funding to fill in.

Hopefully the Festival will consist of many different events held all over Nottingham at your local centres, e.g. community centres, schools, youth clubs, sports centres, church buildings etc.,.

The Festival is totally dependent upon individuals and groups putting in an application for events they want to take part in. The Festival Group itself will co-ordinate applications but is not organising any events. Therefore if groups don't submit any applications a Festival would not take place.

Finally here is a list drawn up by some women of what the Festival is about. It is not a fixed list and can be changed or added to in any way and we'd like to know what you think.

- (i) Political ideas affecting all women.
- (ii) Find out about the strengths and achievements past and present.
- (iii) Increasing the opportunities for women to get together and build long-term links.
- (iv) Ways of combating and understanding the racist and sexist structures which oppress women.
- (v) Positive steps to involve women who are stuck at home, giving them support.

CONTACTS FOR THE OUTREACH GROUP

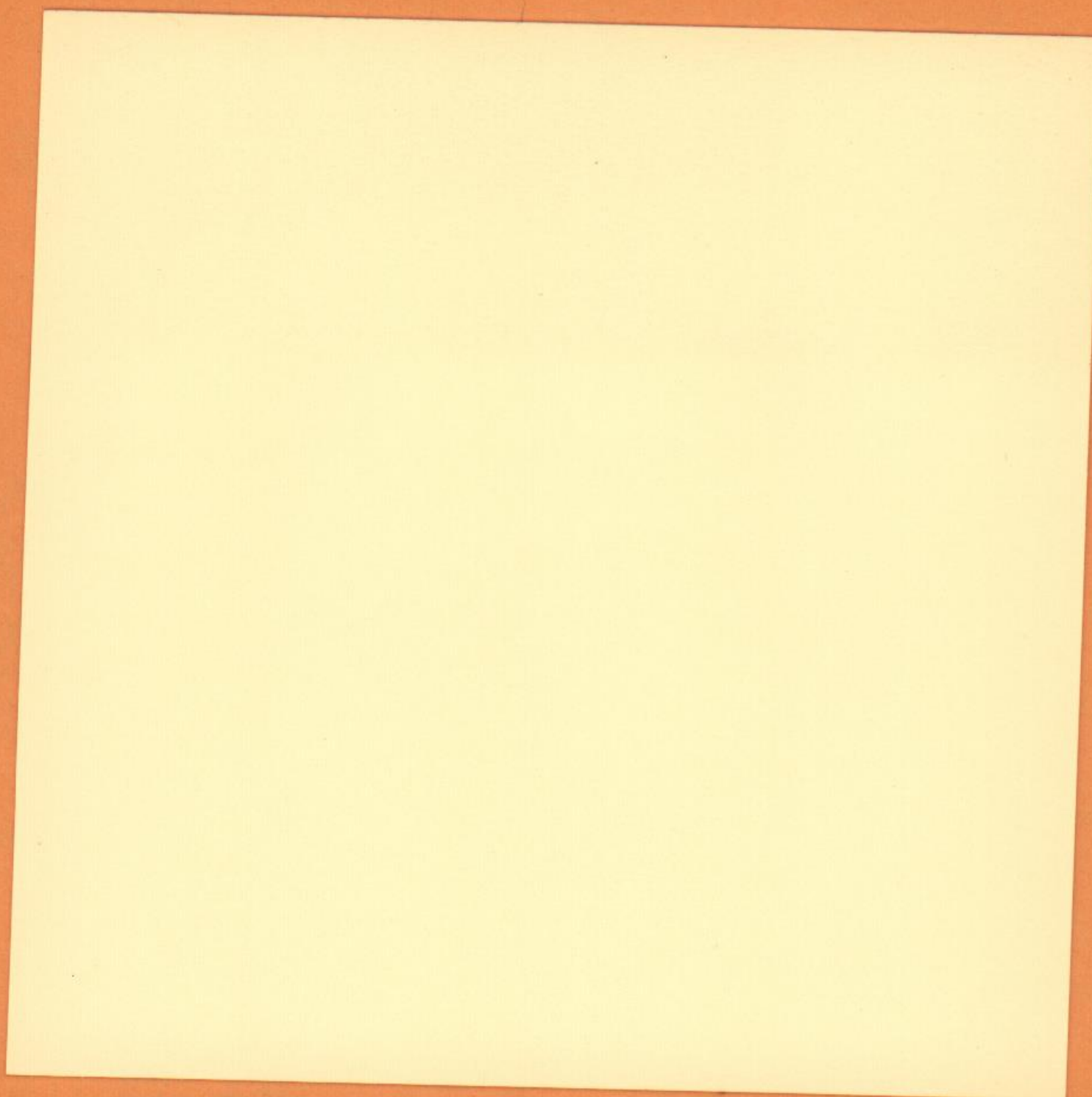
Gill Bowry

Di Campbell

Debbie

Josie

Rita



(Please send in applications by 21st November)

* * * * *

APPENDIX 2

WOMEN'S FESTIVAL - MARCH 1986

APPLICATION FORM (FOR FUNDING FOR ANY EVENT YOU WANT TO PUT ON)

1) NAME OF GROUP / INDIVIDUAL:
(You don't have to be part of a group to put on an event)

2) PEOPLE WHO CAN BE CONTACTED ABOUT YOUR APPLICATION

Name: _____ Tel: Nos. _____

Address: _____

Name: _____ Tel: Nos. _____

Address: _____

3) WHY DO YOU WANT TO DO THIS EVENT?

(This will help us to know who to approach about money for
(you. E.g.

SOCIAL "EDUCATIONAL" SPORT PRACTICAL

For example 'a sports day for girls who don't normally have a
chance to try out sports.'

4) DETAILS OF EVENT(S)

(You can put in an application for as many events as you
(want.

(a) Description of events:

(b) Date:

(c) Time: (between what hours approximately).

(d) Place:

(e) Numbers likely to come (this can be just a rough idea).
(Can disabled people get into the building)?

5) ROUGH GUIDE TO COSTS

PREMISES:

(Where to you want to hold the event, e.g. hire of building)

*WORKERS:

(e.g. Crèche, Cooks, Workshop leaders / speakers) - - - - -

PUBLICITY FOR YOUR EVENT: - - - - -

- - - - -
*(How many workers for how long?)

(The Festival has recommended an hourly rate of pay £4.50)

6) MONEY LIKELY TO BE TAKEN: - - - - -

(if you are going to make a charge)

e.g. door £

charges for refreshments £

7) OTHER FUNDS APPLIED FOR: - - - - -

(Have you applied anywhere already)?

8) WILL IT BE AIMED AT SPECIFIC GROUP(S) OF WOMEN?

(e.g. Ethnic groupings only / Lesbians only /
Mothers only / Girls only.

9) DO YOU WISH THE EVENT(S) TO BE INCLUDED
IN THE GENERAL PUBLICITY? - - - - -

(When all the applications have been received, publicity
will be put out all over the city about the events).

Nottingham Women's Festival
Group
c/o 33 Mansfield Road
Nottingham NG1 3FF

24th February 1987

Dear Event Organisers,

We have now received confirmation of part of the budget for the Women's Festival. We are still waiting to hear the results of some of our applications to different committees of the County Council but we are expecting that when this grant is confirmed, the total Women's Festival budget will stretch to cover the final budget of each event and our publicity costs.

Below is a breakdown of your budget which the Women's Festival grant can fund. We cannot be liable for any other costs.

Please ensure that each payment is invoiced to the Women's Festival Group and all receipts are sent to us.

Creche

Other workers

Equipment

Performers

Others

Total

Minus Income

Total

With best wishes for your event.

Asian Women's day of dance and food

Women in Work - discrimination,
trade unions
Outworkers Campaign Group

Performance - Poetry - Theatre
Films - Dance - Music

East Midlands Arts
Nottingham Community Arts

Women's Health Day

Women's Information Bus

D.I.Y. Skills

Using Video Equipment

Using Computers

Women & Mental Health)
Tranx Release)
Depression)
Sexuality)
Menopayse/P.M.T.)

Women and Cancer
Bereavement
Cot Death

Violence Against Women)
Rape Crisis Centre 410440)
Incest Survivors Group)
Women's Aid)
Women Against Violence Against Women)

Alcoholism - Living with an
alcoholic

Women & Law/Prison/Immigration
Welfare Rights

Child Care
Children & Law
Drugs

Free Translations into Asian
Languages contact:

Printing

Available:

Please state disabled access

These are just a few ideas, but please do whatever your group
would like to do!

NOTTINGHAM WOMEN'S FESTIVAL MARCH 1987

TO ALL ORGANISING GROUPS

PUBLICITY INFORMATION

Enclosed are further leaflets. As there are so few of us working in the co-ordinating group, it is important that you try to do as much publicity for your event as possible. Please could you help us by:-

1. Checking to see if leaflets are at your health centre;
2. At your library;
3. At your community centres and if not, put some out.

Also can you organise some leafletting to women in your local shopping areas, (e.g. on a Saturday morning or on market day).

Radio

Please use the local radios to publicise your event.

Ring Jo - TXRX 411222. Ring Tracey Gregory - Careline
413121

You can arrange with them to do a short pre-recorded interview of your event. It's very informal, so don't be put off. If you make any mistakes you could always scrub it out and do it again!

Workshop Leaders Training Day

This is a session on how to run workshops. If you are doing one for the Festival, you might find it useful to attend.

Saturday, 28th February 10.00 - 4.00.p.m. at

W.E.A. 61, Shakespeare Street. Ring 476714 to book a place at the creche. Any Women Welcome.

Posters

- a) We have a late sheet of events (enclosed). Please display this as clearly as possible as we have only been able to have a limited number printed.
- b) We are having a window display at Nottingham Council for Voluntary Service on Mansfield Road, a display at the new Women's Centre Open Day on March 1st. Will you please return to us one of your blank posters (filled in with details of your events) so that these can be part of the display, (please send by 25th February).

The Women's Festival Group

APPENDIX 3

The Nottingham
Women's Festival Group
c/o NCVS
33 Mansfield Road
Nottingham

16th February 1987

Dear Event Organiser

Please find enclosed in this pack:

EVALUATION SHEETS
INVOICE CLAIM SHEETS
INCOME/EXPENDITURE SHEETS

All to be returned to the above address AS SOON AS POSSIBLE after your event, and no later than the end of March.

EVALUATION SHEETS - feedback is particularly important as we need to be able to put pressure on the City and County Councils for funding for the 1988 festival. There are two sheets - one is to be completed by event organisers and the other by women attending the event. Feedback from BOTH groups is necessary. Please ensure that the evaluation sheets are collected at the end of your event and forwarded to us.

INVOICE CLAIM SHEETS - if you are unable to pay workers, venue hire, etc. from income (eg door money) please complete the top section of this sheet and forward it to us so that we can make payment. THE REASON FOR THE CLAIM MUST BE CLEARLY STATED. (Please attach these sheets to the Income/Expenditure Sheet).

INCOME/EXPENDITURE SHEET - please complete this sheet as clearly as possible and include all expenditure and income. ALL RECEIPTS FOR PAYMENTS MADE MUST BE ATTACHED TO THIS SHEET.

Please keep in mind that due to the success of this year's festival the budget has quadrupled, which has caused funding problems. If you can raise money to cover any of the cost of your event it would be helpful.

If you require further information please contact us at the above address.

THE WOMEN'S FESTIVAL GROUP

INCOME/EXPENDITURE SHEET

| | PAID OUT (Receipts attached) | TO PAY (Receipts attached) | INCOME |
|--|------------------------------------|----------------------------------|--------|
| EVENT: | | | |
| DATE : | | | |
| ORGANISERS/GROUP: | | | |
| ADDRESS/CONTACT: | | | |
| <u>ITEM</u> | | | |
| <u>Expenditure</u> - e.g. | | | |
| Performance costs | | | |
| Creche costs | | | |
| Premises costs | | | |
| Speakers/Workshop leaders expenses | | | |
| Travel costs | | | |
| Others (please state) | | | |
| <u>Income</u> - e.g. | | | |
| Door money | | | |
| Raffles | | | |
| Deposits already paid by Women's Festival | | | |
| Grants | | | |
| Others (please state) | | | |
| TOTAL: | | | |
| Income | | | |
| Expenditure | | | |
| Balance | | | |

WOMEN'S FESTIVAL

ONE CLAIM ON EACH SHEET

I N V O I C E

NAME.....

ADDRESS.....
(of person(s) to be paid)

.....

.....

Reason for claim

.....

.....

.....

COST.....

SIGNED.....

.....

R E C E I P T

NAME:.....

ADDRESS.....

.....

.....

Reason for claim

.....

.....

.....

COST.....

I/We have received the sum of £.....

SIGNED.....

DATE.....

Enclosed are posters and leaflets for Nottingham Women's Festival. Please put the leaflets with the posters, as the posters alone do not give details of events.

If you are a group, please ask your members to distribute them as widely as possible.

Suggestions for useful places to display them are:

Post Offices
Fish & Chip Shops
Launderettes

They have already been mailed out to Health Centres, Community Centres, Sports Centres, Trade Unions, Libraries and many groups.

If you want to be involved in an event on February 28th, Saturday, to help do a mass distribution of leaflets to all shopping centres - by mini-bus, with a band and in Fancy Dress (if you wish) please ring 476714 (days) and ask for Karen or 413279 - Val.

If you need more posters ring 476714 - Women's Festival Group.

Thanks.

P.S. If your group is organising an event and has not yet sent in a final budget, please do so as soon as possible.

TO BE COMPLETED BY WOMEN ATTENDING THE EVENT

Where did you hear about the Festival?

Where did you hear about the event?

Was it worthwhile? Please highlight the good points and/or bad points.

What events would you like to see in the 1988 Festival?

Are you interested in being involved in the 1988 Festival?

Any other comments....if so please contact Karen or Val on:413279
or leave your name and telephone number with the event organiser.

Please leave the completed evaluation sheet with the event organiser
or return to: The Nottingham Women's Festival Group, NCVS,
33 Mansfield Road, Nottingham, NG1 3FF.

TO BE COMPLETED BY EVENT ORGANISERS, TO BE RETURNED WITH INVOICE
AFTER YOUR EVENT AS SOON AS POSSIBLE.

What problems have you encountered in organising this event?

Has it been worthwhile? Please highlight the good points.

How successful was it? Please state how many women attended.

Would you do it again?

Any other comments...

Are you interested in helping to co-ordinate the 1988 Festival?

Please return, with your invoices, to: The Nottingham Women's Festival
Group. NCVS, 33 Mansfield Road, Nottingham. NG1 3FF. Tel: 413279

We would like to thank the following people for their help in funding the 1987 Women's Festival events:

Nottingham City Arts Department

Nottingham City Policy & Resources Committee

Nottingham City Recreation Department

Sports Council

Nottinghamshire County Council Social Services Department

Nottinghamshire County Council Leisure Services Department

Boots

Plessey

Players

Spotz Cabaret

Health Visitors Association

National Union of Knitwear & Hosiery

NALGO

Funds for the Disabled

Nottinghamshire County Council Recreation Department

NOTTS. NALGO
5 AUG 1987
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