

Beer Festival Organiser

This is only a guideline and each festival will be different.

This role would suit someone who would like to use their organisation skills leading a multi-faceted event.

Purpose of the role:

To organise a beer festival in accordance with CAMRA's rules and policy documents. The exact requirements will vary according to the size of the festival and how long it has been operating.

Key Activities

- To act as Chairman of the Festival Organising Committee and to organise committee meetings.
- To ensure all Festival Committee posts are filled.
- Agree with each post holder the scope of their role - ensuring that each person is not overburdened with too many tasks.
- To ensure that each meeting is properly minuted and that all actions from the meetings are completed. (You do not have to wait for the next meeting to ask if an action has been done.)
- Working closely with the festival treasurer to produce the festival budget and follow procedures regarding the Festival Business Plan to get the [festival approved](#) by CAMRA.
- Once the festival has been approved, ensure that the expenditure is kept within budget.
- Liaise with the venue owners and read the venue contract carefully. Ditto for marquee and any site and equipment hire e.g. portable toilets.
- Ensure that the festival has the [correct licence](#) for the event. This could be via the venue, a friendly landlord or a temporary event licence. If you are using an existing venue licence ask to see it and check that it covers the festival.
- Ensure that the festival is compliant with CAMRA's [health and safety procedures](#) and guidelines.
- Agree a communication plan to publicise the festival with the publicity officer, taking into consideration any local or national campaigns that could also be promoted.
- To act as the spokesperson for the event with customers and the media unless this is delegated to another volunteer.

Code of conduct

- To adhere to CAMRA's [Volunteers' Charter](#) and [Code of Conduct](#).
- To not act or behave in any way that could bring the Campaign into disrepute.
- To ensure that all volunteers are treated with respect and are properly thanked.

Time Commitment

- This role can take up as much time as you are prepared to give.
- Attendance at branch meetings is desirable.
- The time commitment will depend on the type and size of festival and how much can be delegated to other volunteers. It is recommended that the previous post holder is asked or an organiser of another festival of a similar size. Your Regional Director will be able to assist.

Skills needed

- Good organisational skills.
- Good communication skills, both in writing and in person.
- Access to a computer and the internet is essential.
- Ability to chair and control meetings.



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Beer Festival Organiser

- Ability to delegate.

Support

- Support is available from CAMRA's [Beer Festival Support](#) team at Central Office.
- Advice and guidance on CAMRA policy is available from branch committee members and people who have previously held the post. The regional director and the beer festival budget coordinators can also help.
- CAMRA's [Festival Hub](#) has a wealth of documents and information to help in the planning and running of a CAMRA festival.

For information on any aspect of volunteering with CAMRA please email:
volunteer.support@camra.org.uk



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