

## **Lessons learned during IVFDF 2006**

We should warn the local pubs, guest houses and residents that we're coming. Otherwise pubs don't have enough staff and we run the risk of residents complaining to the venue instead of us.

However many times the 'things to bring' list has been checked, we will forget things. People should be ready to rush out and buy the missing items if at all possible! We needed a shopping trip to buy more tea/coffee/milk/sugar, plastic cups, washing up liquid and find a washing up bowl and lots of tea towels.

Cleaning up after the last events in the evening and before the first events in the morning need to be allocated to people before the festival.

We can never have too many stewards! It might be useful to offer some free tickets to people who are willing to do stacks of work, or ask punters or local friendly people to just come and steward the odd workshop, so that real stewards can do other jobs.

A festival the size of IVFDF cannot be served by one food van, however big.

New hosepipes taste funny - a food van wants a well-rinsed one rather than the shiny new one we bought specially.

People need space, preferably close to the bar, to meet, relax, and have sessions.

Having a room for the committee to crash in when they needed to was really useful, but not having a key to it was inconvenient!

Watch out for the timing of local display sides - having 20 stewards out at once to do a display while three ceilidhs need stewarding is a real headache.

Reception needs to have specific places for all the different forms which need to be filled in over the weekend, and the committee need to know where they are to avoid losing things at crucial moments

In sites with more than one building, a good system of communication between buildings is vital.

We invited some "official guests" (press, headmaster, local councillors, grant-giving bodies) at rather short notice (10 days). None appeared.

It would have been better if there had been a designated PA person to keep track of things and know where all the equipment was.

One question I had as I made some posters was what font to use. It may be going to extremes, but someone should have decreed a standard font for such things.

T-shirts -- we had quite a lot left (I think we intentionally erred on that side); we had an awful lot of yellow ones left for some reason. HW: We had an awful lot of yellow ones to begin with, and hardly anyone bought any. We didn't lose money on the t-shirts though, although it would obviously have been less wasteful to have less.

Explore the venue thoroughly: we never found the toilet block at the far end of the admin corridor

Toilet paper -- if one roll lasts one person 100 days then you need 6 rolls/day for 600 people on site. This seems like an awful lot when you have to hassle the caretaker each time it runs out.

Contra doesn't want dim lighting -- you want to be able to see your partner's eyes when you gypsy.

Sessions -- it was a mistake to put a (quiet please) song session immediately following the morris tour tea and cake - with a noisy session they could have carried on socialising. We put a barrel in our session room with an honesty pot; people appeared to be honest; people essentially emptied the barrel.

Could we have a stack of unprinted T shirts on sale or return for sale cheap? Then we could have workshops telling people to change T shirts, and buy more now if they didn't bring enough!

Circus skills could have done with someone fielding latecomers as they drifted in. To someone wandering in it wasn't obvious how you joined in.

We need a waste paper bin in reception -- especially if we hand out wristbands with throw-away little bits of paper that protect the sticky area. Somewhere to recycle paper would also be handy, for any envelopes, ticket receipts etc

There's a whole heap of things you "ought to get round to doing" after the festival - writing thank-you letters, sorting out all the odd staplers/extension leads/whatever that ended up in the wrong person's car, working out the actual profit/loss - and it's very easy to let them slide as you catch up with real life after the festival

Comment from questionnaire: road name and postcode would have helped the computer mapping navigators

Programmes could have been displayed outside the workshop rooms so people knew they were queueing for the right event.