

GUIDELINES FOR CONDUCTING  
A WALK-UP BUSH POETRY EVENT

## **GUIDELINES FOR A WALK-UP BUSH POETRY EVENT**

### IF PART OF A LARGE EVENT

Ensure you have appropriate insurance coverage.

Alert event organisers to the talents/abilities of any Invited Poets during the planning stage.

Schedule Poetry event at most appropriate time, factoring other event activities and background noise into decisions.

Advertise appropriately to attract both audiences and walk-up poets.

Provide appropriate signage.

### FURTHER ORGANISER RESPONSIBILITIES

Engage a competent MC.

Hire/arrange a venue – confirm costs and rules of hire in writing – inclusions and exclusions. What is provided by venue and what you need to provide?

Arrange for setting up and taking down of sound and lighting, stage decoration and seating – taking door fees – ushering – manning product table, etc.

Provide MC with a list of sponsors or other announcements. – Brief MC about your event.

Consider catering requirements.

### ON THE DAY

Decisions on what is allowed should be made in planning stage, advertised prior to the event, and the MC briefed accordingly.

Mobile phones to be turned off or to silent.

Organise someone to take poets names and create a “running order”.

Either place on Blackboard or MC to announce.

Check if anyone in the audience, or any of the performers object to having photos/videos taken and used in the promotion of the event.

### IF HAVING AN OUTDOOR EVENT

Arrange an appropriate venue considering stage, sound, lighting, shelter/shade, seating.

Make sure appropriate power supply is available. Check that any other appliances hooked into that power supply will not overload the source.

Make sure you follow good OHS practices (for indoor events as well).

Organise sufficient assistance to help in all setting up and taking down activities.