

Preparation:

Prepare your materials and for your role on the day. Arrive in good time before the start to set up activities to avoid delays.

Anyone giving a tour should look at

https://docs.google.com/document/d/1VAmW6ii5qQTJOzHyzqjgKE_egxHqK0dRUBI7RT8Eoul/edit?usp=sharing for tips on preparation.

Licence:

Though it all seems a little onerous for small permaculture events, if alcohol is on sale OR if there's public entertainment (i.e. performance by a band, DJ, etc) OR if you're selling food *after* 11pm, then you are required to hold a Temporary Event license and may be required to submit Event Management Plans (EMPs) to Council and Police. For general information on Temporary Event Notices, which are for events up to 499 and cost £21, this web article is a good resource: <http://www.alcohollicence.org/temporary-event-notice/>. Contact Dan Hurring for a template for application.

After the event:

Write a short article [200-500 words] we would love to publicise it and a few photos and send it to Cara Wilson, our national coordinator, at paramaethucymru@permaculture.org.uk.



Paramaethu Cymru supported Open Days

Paramaethu Cymru is the Wales network of Permaculture Association members. We have been raising funds to help increase access to examples of permaculture practice in every part of Wales and are constructing a map of places people can visit. We want to help make your permaculture site or group (and how it demonstrates aspects of Permaculture) more known to the wider public.

Open Days can provide:

- Wider public understanding of your organisation and site.
- The possibility to attract more members, volunteers and/or customers, as appropriate.
- An opportunity to teach more people about permaculture in general, and specific ideas and approaches used on the site.
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A typical day might involve:

- Meeting at one of the member's sites which offers sufficient:
 - Space and reliable access for car parking;
 - Shelter cover for activities in inclement weather – e.g. gazebos, tarpaulin;
 - Interesting features on site;
 - Accessible toilets;
 - Ideally disabled access;
- Tours of (some of) the site's interesting features;
- Activities for children (see <https://farmsunday.org/open-my-farm/activity-ideas> for an activities booklet) accompanied by a responsible adult; face-painting
- Talk/s, demo/s, information boards/leaflets [funding available to pay speakers expenses];
- Information about local activities and becoming members of your group and of the Permaculture Association; volunteering at the site, ...
- Food (nb. hygiene certification) or picnic space; hot drinks;
- If possible - Entertainment – music, performance, story-telling, video ...
- Interactive engagement activities helping on-site under instruction/support/explanation – e.g. mulching; making and using comfrey 'tea';

What support Paramaethu Cymru can offer:

- Support with publicity online and to our member contacts.
- Some funding support - for PA member groups or projects to make your site more visitable e.g. access; signage; insurance supplement. Up to £500 per site. Deadline May 2018 or when funds run out. Contact Cara Wilson, our national coordinator, at paramaethucymru@permaculture.org.uk for further details and an application form.

- Eventually, examples of successful Open days on our website at <https://wales.permaculture.org.uk>

Planning for an Open Day:

Allow for several months preparation time – the longer the better;

1. Prepare a risk assessment [template available] for the site – are there any aspects needing development? (Paramaethu Cymru may be able to help with the extra cost);
2. Check on your public liability insurance cover for such an event (Paramaethu Cymru may be able to help with the extra cost);
3. Enlist the help of your regional group members to prepare for and to help on the day – meet on the site for that and share out tasks: e.g. registering arrivals; car park stewards; leading and/or supporting each activity; refreshments area; first aid; ...
4. Fix a date well ahead. If you can coincide with a seasonal festival, all the better, but avoid clashing with other local events;
5. Consider inviting other organisations to be involved e.g. with a stall; craft demo; Scrapstore; W.I.;
6. Draw up a timetable for the day; information about access; any relevant info re clothing/footwear, disability access, etc
7. contact Cara Wilson, our national coordinator, at paramaethucymru@permaculture.org.uk to promote the event more widely, and requests for funding support before the event, if needed, plus attendance forms; membership application forms; P.A. posters etc.
8. Promote the event as widely as possible (see <https://www.farmgarden.org.uk/resources/promote-your-project> for guidance on that).