



PHILOSOPHY

The philosophy behind demonstrator tours the NAW runs is as follows:

- An NAW Committee member arranges the tours and coordinates everything. Typically this will involve the organiser in sending and receiving some 150-200 emails, so the time involved is considerable, and folk do not answer in a timely or definite way and often omit to provide all requested information, which is very frustrating.
- The aim is to break even, but the NAW underwrites any losses. Budgeting involves some intelligent guesswork, and if the NAW makes a modest excess on some tours that off-sets losses on others.
- By arranging a coordinated tour, costs can be shared across all participating clubs. To be fair to everyone, the organiser needs to know what the NAW's costs are likely to be for travel (overseas and internal) and for demonstration times which typically depends on whether demonstrations are for a half day (morning/afternoon/evening) or full day, and the likely numbers of attendees, and then spread the costs per rata over the numbers. Clubs are expected to meet local costs, and to pay the per-person charges to NAW Treasurer immediately after each demonstration.
- Travel between clubs (apart from the cost of any air travel) and billeting are at the cost of the clubs, but if the NAW's total recoveries exceed total costs by a sufficient level some travel reimbursement may be made.
- Whether clubs charge attendees the full costs is over to them, and clubs can also seek funding either by way of grant or guarantee against loss from their local territorial Council Creative Community funding schemes (many clubs do this as a matter of course for all paid demonstrators) or from other sources (such as pokey trusts). NAW funding through its Education and Opportunity Grants Programme is not available for these tours.
- The demonstrators the NAW arranges are almost always professionals, and in many cases they are internationally recognised demonstrators. This is mentioned because some clubs complain that they pay nothing for evening demonstrators – and that is usually true, of course, but these NAW demonstrators are taking time out of their workshops from what they do for a living, and what they charge is a modest return for the time away including all the travel time they are not usually paid for (for most tours, over half of the time is spent in travelling).
- The NAW offers an element of “critical mass” across which to share costs, but we also need to try and keep costs at a reasonable level everywhere a demonstrator goes. A club with about 6 members cannot reasonably expect a touring demonstrator to visit and most often members of such a club will have to travel to a larger club hosting the demonstrator, but the NAW does try to spread demonstrators around. Host clubs are expected to invite members of clubs close to them to boost numbers and also to make it possible for more people to see touring demonstrators and also to accept registrations from NAW members who do not belong to any NAW club. Bigger clubs have an inherent advantage, in that they usually have more numbers interested and often the premises to host a visit successfully. However, they cannot expect to turn that advantage into a reason for seeking to cap costs to them as that immediately increases costs elsewhere, and is contrary to the whole basis on which such tours are arranged.

CLUB COMMITMENTS

Clubs need to accept the following commitments when asked if they want a touring demonstration:

- (a) Individual NAW members are to receive a \$5 discount on the normal charge in recognition of their membership, but must produce their individual current NAW membership cards to receive the discount, and those details must be included in the Club's return (see the next paragraph).
- (b) To pay to NAW Treasurer, within 7 days of the demonstration, the per capita dollar cost charged for attending the demonstration, per half day or evening (with no freebies), with a return as follows:

X NAW members attending, charged \$Y less \$5 discount (give names and NAW membership numbers)	\$X	X non-NAW members attending, charged \$Y with no discount	\$X	Total payment	\$X
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- (c) Special arrangements apply to the Master Classes.
- (d) To arrange with the previous and next clubs to transport the demonstrator between centres (once the tour is complete some re-imburement may be possible and if travel kilometres are advised to NAW Treasurer), while trying to ensure the demonstrator sees something of the country.
- (e) To billet the demonstrator as required and provide him/her with all meals.
- (f) To provide the demonstrator with all equipment and materials required by him/her for the chosen demonstrations, and to assist him/her with orientation and set-up.
- (g) To meet any incidental costs associated with the local demonstration and hosting.
- (h) To respond to the organiser promptly when he/she needs information or answers (arranging a tour is complex, and time can be tight).
- (i) To accept registrants for sessions who are not members of their club.

ORGANISATION

A typical budget and tour schedule reads something like this:

A BCD TOUR – NOVEMBER 20XX [PRINT DATE XX XXXXXX 20XX]

DATE AND TIME	ACTIVITY [Unallocated time assumed to be demonstrator's personal touring time, and some travel times will vary to fit in with that]	ESTIMATED ATTENDANCE	ASSUMED INCOME @ \$20 PER HALF DAY	ASSUMED INCOME @ \$25 PER HALF DAY	ASSUMED COSTS [Assuming demonstrator will accept \$US300 per half day]	GENERAL NOTE: No contact has been made with any Guilds as yet COMMENTS:
Tuesday 4	USA-Auckland				\$1,500 [half airfare]	
Wednesday 5	Travel to WWW					
Thursday 6	WWW – Evening	20	\$400	\$500	\$375 fee	
etc						
Monday 17	XXX Master Class	6	\$900	\$900	\$375 fee	
Tuesday 18	YYY – Evening	30	\$600	\$750	\$375 fee	
etc						
Saturday 22	ZZZ – Afternoon & Evening	20	\$800	\$1,000	\$750 fee	
etc						
TOTALS			\$10,700	\$13,650	\$10,575	