

# Activity Leader Cheat Sheet

## 1. Schedule the date with an AWC Office Manager

- Explore potential dates for your activity.
- Contact AWC Office (Tel: 020 7589 8292 or email: [awc@awclondon.org](mailto:awc@awclondon.org)) to select a date avoiding major conflicts and add your activity to the Master Calendar (even if your activity is not held at the office).

## 2. Organize the activity details

- Organize activity details (e.g., date, time, place, cost, RSVP date, etc.).
- If hiring a vendor (teacher, presenter or guide), an event location or a coach for transportation, use the **Vendor Contact Checklist** form (Appendix 1).
- Establish a *cancellation without penalty* date if a payment to the vendor is required before the activity.

## 3. Set the price for the activity

- Complete the **Pricing an Activity Form** (Appendix 2) and forward this information to [finance@awclondon.org](mailto:finance@awclondon.org).
- The Treasurer/Finance Team will assist in setting a price for the activity.
- Complete a payment request form and submit form to Treasurer/Finance Team to pay any vendors prior to the activity as needed.

## 4. Publicize the activity in the London Bridge and Weekly Update email

Draft a write-up describing your activity with all pertinent details using the **London Bridge Instructions** (Appendix 3) and then:

- Email the write-up for the *London Bridge* to the Editor at [editor@awclondon.org](mailto:editor@awclondon.org) (cc: [awc@awclondon.org](mailto:awc@awclondon.org) and [activities@awclondon.org](mailto:activities@awclondon.org)) by the 1<sup>st</sup> of the month, the month prior to the activity.
- Email activity write-ups/changes for the Weekly Update emails to [weeklyemails@awclondon.org](mailto:weeklyemails@awclondon.org) by 9:00 am Thursday.

## 5. Monitor the member sign-up sheet (when a minimum number of participants needed)

- Check with the AWC Office to see if your activity will meet the minimum number of participants.
- If you do not meet the minimum number of participants, you will need to:
  - Generate more interest (preferred!) OR
  - Cancel your activity (avoid if possible!)

## London Bridge Sample Write-up

London Walks

### LITTLE VENICE

**Date:** Tuesday, October 11  
**Time:** 10:15 am for a prompt 10:30 am start – 1:30 pm  
**Place:** Warwick House, Warwick Avenue, SW1X 9PJ  
**Station:** Warwick Avenue (Bakerloo Line)  
**Cost:** £12 (or None, if no cost)  
**Limit:** Minimum 12, Maximum 24 (or None if there is no limit)  
**RSVP:** AWC Office by Tuesday, October 4  
**Contact:** Anne Dunn [londonwalks@awclondon.org](mailto:londonwalks@awclondon.org) or 07771 234 567 (on the day)

Little Venice is the prettiest and most romantic spot in town – a combination of white stucco, greenery and water. It boasts the finest early Victorian domestic architecture in London and is an area with a Who's Who of famous residents (Sigmund Freud, Robert Browning, Joan Collins, David Ben-Gurion, and Annie Lennox to name but a few) and has a jewel of a village street. Not to mention its canals: Regent's Canal is one of the loveliest inland waterways in England. Part of the walk is along the canal towpath, which is a chock-a-block with houseboats. A beautiful walk with lots to see!