

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) 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.
- 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 (cc: awc@awclondon.org and activities@awclondon.org) by the 1st of the month, the month prior to the activity.
- Email activity write-ups/changes for the Weekly Update emails to 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 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!