



A Guide to Arranging a Ring Meeting

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1) Introduction

The Morris Ring was formed so clubs could meet up together, exchange ideas and new dances, perform and entertain, and spend time promoting the dance. Arranging and running a Ring Meeting is a major undertaking for any Side; balancing ever increasing costs whilst providing quality tours, catering, and accommodation can be fraught with complications.

The following is provided by way of a guide to assist clubs embarking on organising a Ring Meeting. A lot of this document may already be known and understood, but it will help formulate plans and run a successful meeting.

Meetings come in all shapes and sizes from the full Weekend of Dance, to an evening's Ale but irrespective of format, there are certain aspects common to all; food, accommodation, dancing spots, drinks and so forth. The document is for the full weekend and clubs can pick and choose the aspects relevant to their chosen format.

Traditionally, the Ring Meeting was a weekend of dance; Friday evening meet up for food and entertainment, Saturday tour followed by the feast, speeches and entertainment, a Sunday church service and a massed show before lunch and departure. Over the past few years however other formats have been undertaken successfully.

Please note, all events run as Ring Meetings will be open to all members of all clubs.

1.1 Time Table

A Ring Meeting is best planned over 3 years.

Year 3 - Is the year in which the meeting is to be held. Dot the 'I's and cross the 'T's. Correspond with the guests and collect the money. Submit Events Notices etc.

Year 2 - Is when the Ring sends out the invitation to the sides in the Autumn newsletter. So all the major details must be confirmed and the finance must be agreed by the Ring Treasurer by then.

Year 1 - Is when you start planning. By the start of the winter practice season you should have the germ of an idea which you can flesh out during practice meeting discussions. It is better to discuss the proposals with all the members to ensure their support and to draw on their knowledge and skills.

2) The Initial Steps

The initial announcement of your plans to hold a Meeting will come through the Morris Ring in the Newsletter sent out by the Morris Ring Bagman in September.

Clubs interested in attending will apply to the Morris Ring Bagman, who will;

- Issue a full list of applicants for all Meetings to each club organising a Meeting.
- Ensure that as many as possible are placed whilst having regard to the total numbers each event can accommodate.
- Finalise decisions on which clubs go to which Meeting and inform the host clubs. The Bagman of the Morris Ring will undertake this decision process in liaison with the Ring Squire and Treasurer and the wishes of the host club.
- Inform clubs of their acceptance for the Meeting, and ask that a deposit be sent to the host club to confirm the booking. This deposit will have been arranged with the Morris Ring Bagman, who will also advise you on payments that must be made by a club that cancels its application.

All further circulars are the responsibility of the host club, and you will need to plan a timetable to keep your guests informed by information sheets posted/emailed to them.

You should send out a circular requesting final payment at least two months beforehand. On receipt of this payment, a final circular containing telephone numbers for enquiries, emergency calls, number of men expected and necessary instructions for men to find their way to the Meeting should be sent. Clear photocopies of small and large-scale plans are helpful.

3) Personnel

It is easier if a small group of members are appointed to take on different organisational tasks. Regular meetings of this group should be held so all involved are kept informed of developments, to make decisions, and to liaise with the rest of their club and the Ring Officers.

At the first meeting of this group it would be worth preparing an outline programme making sure it is one you can carry through; please bear in mind this could be up to two years in the making. It does not have to stick to traditional lines, but should be relatively simple. It is important that Ring Officers should be kept informed about the plans.

The responsibilities could be undertaken by a single person but this could be an onerous workload. The appointed organising personnel shall cover the following aspects with each 'officer' undertaking the specific actions;

3.1 Accommodation Officer –

- 1) Make contact with different places to compare prices and facilities,
- 2) Feed this info back to the team for a decision on a final chosen accommodation venue; the important thing is value for money, not necessarily cheapness
- 3) Will be a constant point of contact for the venue.
- 4) Prior to the event, will provide written information and location maps of the venue (including satnav post code info) to be given to all guests. This should include travel by car, location of bus and train stations, cycle routes (if appropriate), and nearby taxi firms. In addition it should also include those items the guests should bring with them; kit, sleeping bags, towels, tankards, beds, the club's staff of membership and so forth.
- 5) During the event, to be the contact to whom guests are directed if problems with the facilities arise

Notes

- The accommodation venue must have a decent level of car parking.
- You should also cater for campervans, caravans, and tents.
- If the chosen venue is on multiple levels those with mobility issues should be accommodated.
- Ablution facilities for both men and women must be provided.
- Accommodation should be booked early on in the proceedings. Bookings for large numbers of people can alter regularly so the venue should be prepared to allow for alterations and requirements without financial penalties being imposed. They should be prepared for final numbers not being available until very close to the event date.
- The venue should also be prepared to provide a single name as a point of contact for the host Morris Side. A number of items of information should be communicated to this person; full numbers attending, numbers of tents and campervans requiring sites, precise times and full extent of when the building will be required including a set-up time and time for tidying up at the end, and the complete format of the Ring Meeting so the venue is aware of exactly what is going to be happening at any one time, and when the guests will be on-site.

- Different types of venue which can provide appropriate facilities are Boarding Schools or University/ Polytechnic/ Colleges, Hostels/Scout/Village halls and Secondary or Primary School premises, camp sites with some washing facilities on-site (either mobile toilets/washing caravans, or a nearby hall that may be used), gymnasia/leisure centres.

3.2 Catering Liaison Officer –

The catering officer will be the main point of contact for anything relating to provisions and likewise has a range of responsibilities;

1) To investigate different methods of catering, and get different quotes for providing the required quality and quantity of food. Having one caterer to provide for the full event (minus the tour lunches if included) is beneficial.

2) Feed back to the committee for final agreement.

3) Collate all information regarding the food provisions throughout the event and provide details of this to be given to the guests.

4) Point of contact throughout the event to discuss difficulties

Notes

- It is often easiest for one firm to provide all the catering for the whole event except Saturday lunches.
- All timings for everything should be provided including the minutiae of things such as the coffee/cheese after the feast as this will affect the speeches and singing.
- The officer and the caterers should view the venue together prior to the weekend to assess the best way to provide the food re setting out of the canteen facilities to ensure the canteen is run effectively and efficiently. This will save time and limit conflict.
- The caterers should provide one point of contact to whom all concerns can be addressed. The information likely to be required is; full numbers attending at different times, numbers of carnivores and vegetarians, any specialist dietary requirements such as allergies or intolerances.
- It is often easier to have eating and sleeping at the same venue and it may be that food can be provided by voluntary help. Some form of ticketing system can be arranged with host Side members checking all who enter the hall thereby ensuring only those booked-in actually eat.
- It is most important that all guests know about the food on offer throughout the duration of the event, especially Friday night as some guests will be travelling large distances to attend.
- The Feast should be arranged so that all guests are together in one hall, even if this means holding it away from the sleeping place.
- Keep the cost of the Feast reasonable. It should be a simple but substantial meal. If something spicy is chosen do not make this too hot as personal tastes vary; if in doubt, steer away from spicy foods.
- Provide beer, cider and a range of soft drinks for non-alcoholic guests or drivers. It is difficult to predict exact quantities needed, but allow at least 1½ pints of beer per man. It is best to obtain the cider and bottles of lemonade on a sale or return basis. In very hot weather more guests than usual may ask for thirst quenching drinks rather than alcohol. Some clubs have found it wise to order extra bottled beer in case the draught beer runs out.
- Some brewers are happy to provide drinks on a sale or return bases and then sell remnants on to their own hostels.
- Sunday lunch rounds off the event nicely but some guests wish to depart promptly, while others stick around for a final drink and a chat. A cold buffet, salads, or sandwiches work well here.

3.3 Tour Leaders –

Prior to the Meeting the Leaders;

- 1) Will liaise with their specific tour venues over timing and numbers. Public Houses like to know when a sudden influx is likely so they can manage bar arrangements.
- 2) For the lunch time spot, liaise over the meal type and numbers including any special dietary requirements.
- 3) Undertake a trial run of the tour from spot to spot giving an idea of travel times and the roads to be taken. Bear in mind that a fully laden coach will take longer to travel distances than a car, and will need appropriately sized roads; this should be factored into the routing and timetable.
- 4) Provide information and maps to the committee for inclusion in the information pack going out to the guests, and poster-size versions of the tour lists for conspicuous display at the sleeping accommodation.
- 5) Provide posters for all the dancing spots to advertise the forthcoming event at least one month prior to it happening.

During the Ring Meeting the Leader should;

- a) Keep a stock of brochures and maps
- b) Know where the first aid kit is kept on the coach
- c) Have a list of contact numbers for i) All tour leaders, ii) The Meeting Squire, iii) All venues on their respective tours, thereby allowing them to communicate any problems immediately.
- d) Ensure they have the ability to make contact if necessary; i.e. a mobile phone which is fully charged and financially secure
- e) Have a stock of suitable collecting tins and arrange a collection rota at dance spots
- f) Take charge of the collections during the tour and deliver it to the meeting treasurer or bagman at close of play.
- g) Liaise with one member of each visiting Side to arrange the dancing rota at each venue.

Notes

- It would be wise to appoint a deputy tour leader just in case of illness/unforeseen circumstance on the day.
- All tour leaders should be fully conversant with the local area and all of the venues involved including the transfer routes between them.
- The tours should highlight a variety of dancing spots which show your area at its best. The full committee can discuss the routes of the tours, and the transport required, and then it would be the responsibility of the Leaders to arrange all appropriate info.
- One of the tour leaders could be tasked with arranging any coaches or other transport arrangements; collecting quotes, explaining exactly what is required, and when.
- Generally tours should be limited to three sides and, if feasible, contain a variety of entertainment for the audience. This can include Cotswold, North West, Border, Sword, and Mumming.
- Tours should be relaxing and no longer than 5 venues to remove rushing.
- The lunch should be relatively simple. If the pub is happy to cook a warm meal for the lunch it should be the 'pie and a pint' form of provision. Other foods which go down well are pasta, lasagne, stews, baked potatoes with fillings, and chilli although the above warning re strength of spice should be heeded.

3.4 Ring Officers' Tour of Tours Leader –

- 1) Will arrange appropriate transport for the numbers involved,
- 2) Liaise with the other tour leaders over their venues and then arrange a route which allows the Ring Officers to see all the tours during the day
- 3) Undertake a trial run thereby giving an idea of travel times
- 4) Provide information for inclusion in the Officers' information packs
- 5) Liaise with the tour leader for the lunch venue thereby letting the venue know the lunch numbers include the tour of tours members as well.

6) Maintain a list of all tour venues and contact details in case of unforeseen circumstance.

Notes

- This leader will be responsible for any Ring Officers who are attending the event. This could potentially be the Ring Squire, Bagman, Treasurer, and any who are standing Elect. This does not normally amount to more than five or six people.
- The Tour of Tours leader does not necessarily have to be one of the host Side's officers, but should know the local area and the tour venues.
- The tour of tours leader will be responsible for ensuring appropriate transport is available for the number of officers attending.

3.5 The Bagman for the Meeting –

1) Will ensure all of the above officers are keeping on top of their own tasks

2) To arrange and chair regular meetings to ensure progress is appropriate and timely.

3) To inform the Ring Officers of the proposed programme and the total number of guests which can be accommodated.

4) To liaise with special contacts such as;

a) The local church staff if a service is proposed for the Sunday morning,

b) Local Authority highway representatives,

c) Providers of amplification for feast and or massed show,

d) Official dignitaries if attending the feast on Saturday night

e) Those attendees at the feast being asked to present speeches

f) Members of staff at other venues if a Sunday morning 'visit' is planned for those

not attending church

5) To collate all the material for the guest's, and the Ring Officer's information packs, joining instructions, and any promotional materials supplied by any of the dancing venues.

6) Make arrangements for collecting at the Massed Show

Notes

- The Bagman for the meeting does not necessarily have to be a current officer of the host Club; a lot of Clubs like to appoint someone especially for the event thereby not overloading the current officers.
- The Meeting Bagman will also have the final decision if non-agreement over any aspect arises.

3.6 Meeting Treasurer –

1) Responsible for collecting financial and contractual information from all of the above committee members regarding all aspects of the meeting.

2) Ensuring that the information is comprehensive, accurate and fully reflects the financial commitment required to deliver the meeting, and translating this information into a cost per person paying to attend.

3) Communicating this information to the Morris Ring Treasurer, discussing, agreeing or changing it where savings are required, taking any queries back to the committee to amend proposals. Monitoring any changes in financial commitments as the plan moves to fruition and notifying the Morris Ring Treasurer where these changes are significant.

Notes

- All Ring Meetings have a range of fairly complex financial issues. Whilst there is a need for keeping the costs as low as possible this does not mean the cheapest option is always going to be the best. Host Sides should be as cost effective as possible.

4) Ring Meeting Finances

4.1 Overview

The financial aspects of a Ring Meeting are a partnership between the Morris Ring and the host side. The Morris Ring provides a framework, guidance and support to the host side which deals with the day to day contractual and financial matters. The financial objective is to provide good value to the attendees, breakeven and return the collection to The Morris Ring. Planning is the key to success and it is important that a financial plan is agreed between the Morris Ring Treasurer and the host side before irrevocable commitments are made. The Treasurer will seek confidence in the plan and the ability of the side to deliver it before giving approval. The Morris Ring will provide a grant, whilst funds permit and help out with losses arising from unforeseeable events.

4.2 Detail

A budget needs to be prepared in advance of the meeting in a format provided by the Treasurer of the Morris Ring providing details of the costs, guaranteed income including grants and the pricing scheme.

This initial budget should be presented to the Treasurer of The Morris Ring for consideration and comment as soon as possible. There are a number of important considerations:-

- The aim should be to cover expenses, allowing a small safety margin. The Morris Ring cannot guarantee to cover any loss on a Meeting, although it will help in difficult circumstances as much as possible. Possible collections must not be taken into account when arriving at the charge per attendee, i.e. clubs should charge all costs of the Meeting to the people attending. Conversely, in the event of a large surplus, money may be refunded to those who attended. The Morris Ring Treasurer will be pleased to give financial advice about these matters, and your club must always consult him and agree a final budget before binding decisions are taken. This should be no less than three months before the meeting.
- When calculating the attendance price for the meeting all costs and contingency must be taken into account. The prices charged to attendees shall be equitable, reflecting the costs incurred by the attendee. For example "day men" using only limited facilities should be charged less than those attending the full event. No special status or discount shall be afforded to the host side in this respect. Price discounts may however be given to Youth and certain individuals who perform key tasks for which the meeting would otherwise have to incur a cost e.g. catering or transport.
- Good advertising/publicity and efficient collecting are most important.
- The cost of your Meeting will encourage or deter attendance, and as a general rule it is better to aim for a well-run, inexpensive Meeting but be mindful of locations and features of the meeting which visiting sides will find attractive and good value.
- Be sure to get firm prices for accommodation, transport, catering, drinks, printing and other items before ordering. Read all hiring agreements most carefully. Where possible ensure that you will pay only for the number of people who eventually attend the Meeting, with the maximum flexibility of arrangements in case of last-minute changes or even cancellation. Avoid agreements with financial penalty clauses. If it is necessary to pay deposits, a loan may be arranged from Morris Ring funds.

You will be dealing with large sums of money, and possible losses cannot be insured against. You will need a club bank account for the receipt of all money, which should be banked as soon as possible. This account must be operated by at least two signatures. If your club does not have a suitable bank account you will need to open one. Do not use a personal or business account controlled by a third party however trustworthy. Money should not be placed in an interest-bearing account, as tax problems may arise. Give careful thought to the security of the week-end collections.

All money collected goes into the accounts of the Meeting and details should be given in the final accounts. Collecting tins must be used (some local authorities insist on sealed tins). Collectors should be appointed; i.e. the task should not be left to anyone who happens to be around. The Bagman of the Meeting should make precise arrangements for collecting at the combined show and at any dancing on the Sunday morning. The Tour guides will be responsible for collecting on the Tours.

Morris Ring brochures may be on sale during the Meeting, and The Morris Ring Treasurer will advise on the financial arrangements for their sale.

You should discuss with The Morris Ring Squire what provision should be made for Morris Ring Officers and Morris Shop, whose costs will be paid for by The Morris Ring.

Final accounts of the Meeting must be sent to the Morris Ring Treasurer within three months of the Meeting. Should the final account reveal a significant surplus then a rebate to all attendees will be agreed with the Morris Ring Treasurer. Any small surplus or deficit may be added to or subtracted from the collection which will then be paid to The Morris Ring. Should the account reveal a significant loss then The Morris Ring will support the host side as far as is reasonable. Should the deficit arise from unforeseeable circumstances such as bad weather, fire or the failure of a key supplier then Morris Ring support will be given. Should the deficit arise from the negligence of the hosts then it is unlikely that The Morris Ring will see financial support as a reasonable use of members' funds. It is therefore important that any host side is confident that it has the skills and resources necessary to host a Ring Meeting.

5) The Event

Not all Ring Meetings will contain all of the following aspects; however, where they do the following guides should be helpful.

The following points detail the type of information about the arrangements required by the guests at various points during the event and can be used as a tick-sheet for providing the joining instructions or to help host clubs in making their arrangements.

5.1 Friday evening of a full weekend, or One Night Events

Item	Information required	Provided
Accommodation	Type of Venue and facilities, including for those with special requirements	
	Sleeping Arrangements	
	Full address including post code	
	Parking facilities including for caravans/campervans	
	Proximity to railway station	
	Wayfinding, ensure your visitors can find their way around the site. Banner and steward (in kit?) on the gate. Signs for loos, showers etc. Label rooms where needed. Provide a plan if more than one site.	
Timings	Earliest arrival time for host club	
	Earliest arrival/checking-in time for guests if different	
	Start time for food if provided	
	Finish time for food	
	Finish time for one night events	
Food and Drink	Description of meals available including special dietary options	
	Drinks available and whether there is a cost or not	
Dancing	Start time	
	Location if different to eating venue such as local pubs for weekend events	
	Whether this is impromptu or not	
	Whether kit is required	
Other Entertainment	Location; at site, or in local hostelries	
	Finish timings if in local hostelries	

5.2 Saturday Tours and Days of Dance

Item	Information Required	Provided
Locations	Full tour venue information for all involved to include style of venue, location, expected audiences, likelihood of collecting success etc.	
	Pick up location for coaches if different to accommodation	
	If a Massed show is planned, full details of location including size of area, surfacing, whether amplification will be provided etc.	
	Location of feast	
	Location of hostelrys for relaxation times between scheduled events	
	Location of 'apres-feast' entertainment venues	
Timings	Full details of arrival and departure times for the tour, including start and finish times for massed show	
	Return to accommodation time	
	Start of feast time	
	Finish of feast time (approximate)	
	Commencement of 'apres-feast' entertainment (approximate)	
	Evening finish time	
Food and Drink	What and where during the day	
	The feast menu including special dietary options	
	Beverages on offer during the feast	

For more comprehensive details of the feast see below.

5.3 Sunday Mornings for Weekend Events

Item	Information	Provided
Location	Church Service	
	Venues for, and type of alternative activity for those not wishing to attend church if provided	
	Location of lunch if provided	
Timings	Start of church service	
	Start of alternative if travel pick-up is involved	
	Finish of church service	
	Return time for those on alternatives	
	Start of massed show	
	Approx. finish of massed show	
	Start of lunch if provided	
Food and Drink	Type of food provided	

5.4 The Massed Show

The massed show has been found to be the most satisfactory way of allowing all Clubs present to dance together, and to see each other's dancing displays.

- Possibly one held on the Saturday afternoon, certainly one on the Sunday just prior to lunch to finish off the weekend
- The location of the massed show should be carefully considered and advantage should be taken of any special features of the location. Possibly try to fit in with another local event if appropriately. the host club can approach the event organisers and offer to add to their proceedings.
- The show will be directed by the Squire of the Ring, if present, and the detailed arrangements must be agreed with them.
- The Bagman of the Ring if present, will also have to be on hand during the show to i) Inform the guests of their dancing slot, ii) Inform the Squire of the teams' chosen dances, and iii) To advise all parties of any last minute changes as and when they arise.
- Consideration should be given to whether or not amplification is required and how power for this will be provided.

5.5 The Feast

One of the most major parts of any Morris Ring event is the evening feast.

- Consider whether the hall will need to be provided with microphone and loudspeaker.
- The Feast is an important Morris Ring function, and the guests, the toast list and other details should be decided in consultation with the Ring Squire.
- Those Officers and attendees who are to present speeches or propose toasts should be given preparation time. One week is sufficient.
- For after feast entertainment, performers should be given prior warning during the day and draw up a running order.
- By the time the host club get to the point of entering the hall ready to welcome in their guests, all arrangements with the caterers will be in place. The caterers will be fully prepared, will know the timescales and when each course (especially cheese and coffee) is to be served, and the tables will be set.

5.6 The Feast Running Order

- The guests enter the hall.
- The Squire of the Ring, or a suitable officer, then calls everyone to order and lights the candles explaining these signify the fellowship of the Ring.
- The top table guests are introduced to the assembly and if a local dignitary is in attendance they should be offered the opportunity of saying a few words.
- The Squire calls on someone present to say grace
- The caterers are then instructed to commence serving The Feast
- After eating The Squire calls everyone to order and informs them they have a five minute comfort break before the speeches
- Speeches are then presented in order;
 - I The Loyal Toast (can be proposed by anyone present),
 - ii The Immortal Memory (proposed by anyone present),
 - iii The Guests (by an officer of the host club),
 - iv The Reply on Behalf of the Guests (by one known to the host club),
 - v The Caterers (by one of the host club),
 - vi The town if official dignitaries are present (by the Officer in charge),
 - vii The Morris Ring (by the Ring Squire if present, or another officer)
- If Ring Officers are handing over this should be done now and will generally be as follows;
 - I Outgoing Officer presents a brief speech

- ii The handover of the official badge of office
- iii Incoming officer proposes a toast to the outgoing one and presents them with their tankard and replica badge
- iv In the case of Squires it is normal for the outgoing Squire to continue to run the formal part of the evening.
- If there are any 'parish notices' an appropriate person from the host club should now explain these.
- The official candles are then extinguished signifying the end of the formal proceedings and certain guests could be invited to sing or play a tune.

5.7 Sunday Mornings

- Church authorities are generally pleased to have the Morris Sides in attendance during a service. This can include; a procession to the Church, The Club's staffs of membership presented at the altar, an offertory dance, lessons being read by local church goers, and participation in communion.
- The Church should be consulted in good time; remember to involve the Vicar or other Church representative at an early stage in your planning.
- Provide an activity for non-churchgoers. Where trips are arranged the transportation requirements will be included in the overall budget arrangements.

5.8 Bonuses and Souvenirs

- Recently clubs hosting events have started providing the guests with some form of souvenir as part of their welcome pack.
- The cost of these should be borne by the host side and not added into the overall cost of the meeting.
- Keep souvenirs small; club badges, specially printed beer mats or programmes, etc.
- For some extra-special meetings; hundredth anniversary meetings, for example the souvenir can be slightly more; small pewter or pottery goblets for example, but again, the cost of these should be borne by the host club.
- As part of the initial discussions the committee should decide on whether these are really necessary or appropriate for the occasion.

5.9 Alcohol

- Excessive consumption should not be encouraged.
- Free beer should be reserved for with the feast. Outside this time there should be a nominal charge thereby reducing the risk of imbibing to excess, and helping the weekend finances.
- Provide drinks for special guests, town dignitaries etc but there is no need to provide wine or port or similar for Ring Officers

5.10 Collecting

- Some form of collecting rota/schedule should be drawn up by the leaders for their own tours.
- This can be either giving one or two people the role of collector throughout the tour, or organising one or more guest club members from each Side to act as collectors whilst the other Sides are dancing.
- In order to be able to talk to the audiences, ideally the collector/s will have brief knowledge of the following; The reasons why the hosts decided to run the event, The formation of the Morris Ring; people involved; Cecil Sharpe, Mary Neale, The Esperance Movement, timescales 1900 – early 1930s, if collections are to be donated to charity, the name and function of that charity, a brief history of Morris Dancing; written records back to the mid-1300s, court records and church records during the 1600s to 1800s, pictorial records during this same period, etc leading up to the formation of the Morris Ring

- Not all spots during a tour will be ideal collecting venues; when a good venue for collecting arises, however, this should be recognised.

6) Information and Publicity

6.1 Programme/Brochure (if produced)

- Should be a brief document, eye-catching and informative. These vary from the A5 free hand-out, to a more ambitious small booklet to be sold during the course of the event.
- This should be thought of a source of funding. Adverts should more than pay the cost of printing. Pubs may pay for adverts, especially if you are dancing there. Brewers will often take adverts and pay in kind with beer. Local businesses may take adverts, if they can be seen to be supporting a community event. A colourful brochure distributed free by the collecting team encourages generosity.
- Good publicity - if it is not a throw-a way and it is taken home. The down side is it is a lot of work collecting the adverts and preparing the Brochure. You will need to get a large print run to attract advertisers, but the price comes down as the quantity goes up.
- Usually sold at a price to cover costs plus a small percentage mark-up. There should also be complimentary copies for each guest; the costs of these should be factored in to the overall selling price.
- Any printed material which goes out to the public is publicity for the Morris Ring and it is important that the Squire should see a draft for his comments before it goes to the printer.
- One copy of all material should be retained by the host club and forwarded to the keeper of the scrapbook.
- The following information should be included; Brief details on the host club, Brief details on the kit/dress of the visiting clubs, Details of all venues included throughout the event, a programme for the event.
- As the final details of the weekend are liable to change throughout the organising period, printing of any material should be left as late as possible.

6.2 Archive

- In addition to all circulars, posters, leaflets, a complete collection of all press references to the Meeting, adverts, write-ups and so forth being sent to the keeper of the scrapbook, all material and photographs are welcomed by the Ring Archivists.
- With regard to photographs, all details should be provided; Location, Reason for the event, date and time, Clubs shown, Names of individuals shown
- The Morris Ring Bagman should be provided with copies of your circulars, posters and leaflets. About six of each will be sufficient for Morris Ring files. More copies of leaflets/booklets will be useful to serve as examples for future organisers.

6.3 Publicity

- The appropriate district of the EFDSS should be informed at an early stage, as should all local clubs from the Morris Federation, and The Open Morris.
- Posters should be put up personally, or given to shop-keepers and publicans.
- Local clergy and teachers can often give good publicity, and some shops, libraries and building societies will accept a display of photographs and Morris material.
- Send an article to the local Press 3-4 weeks before the Meeting, enclosing full details of the programme and information about the Morris Ring. An interview with one of their staff can be useful.
- Inform the appropriate regions of the TV and local radio stations. Give them a telephone number for ease of contact.

6.4 Police and Local Authorities

- You probably have good relationships already with your local police and with the relevant local authorities, and know the best way to approach them.
- Personal contacts with police chiefs and local officials are best, taking care to ensure that they know in good time exactly what is proposed. Providing them with brochures of recent Morris Ring Meetings may help to show that there have been plenty of precedents up and down the country.
- If a formal approach to the police is made about dancing and collecting on the highway, it is essential to avoid asking for permission. Tell them it will be undertaken and give a full explanation of what is proposed, with details of sites and times.
- Tell them that in the case of each site every care will be taken to avoid causing an obstruction, and make all timings clear.
- Inform them that a hat will be passed round among the spectators in aid of expenses, only "in the immediate vicinity of the dancing", and conclude by saying "we trust that there will be no objection to these proposals".
- If the tours cover a large area, you may have to deal with several police and local authorities. Some sites (e.g. shopping precincts) may be under the control of a private party/company rather than the local authority, and a similar approach should be made to them.

7) Final Point

- A Guide to Organising Morris Ring Meetings was first issued nearly fifty years ago and has been amended frequently since then, in the light of experience gained by many organising clubs. It would be very helpful to future organisers if, when your task is finished, you would be good enough to read this issue of the Guide once more and let the Ring Officers have any suggestions for its improvement. In the meantime, please do not overlook the importance of keeping in close touch with the Morris Ring Officers about the progress of your preparations. I send all my good wishes for a very happy and successful Meeting.