

NEEMF Guidelines for Workshop Leaders

Thank you very much for agreeing to lead a workshop for NEEMF - we are looking forward to it! Here are some notes for guidance. As a matter of policy, these guidelines are sent to everyone who runs workshops for the North East Early Music Forum, irrespective of their prior experience - this is simply in order to treat everyone in the same way, and no personal criticism is implied.

Following feedback from our members, there are a few points that crop up more often than others.

1. Time management.
 - a. Explanations of things to do with the music - in which you will be an expert - can be extended beyond people's attention span, so try to balance conciseness with fascinating detail.
 - b. While everyone understands that things can take time to be sorted out, please try to keep everyone involved and deal with necessary management issues quickly.
 - c. Some participants like to know a lot about the music; others want to perform. This balance is different with every group, so try to 'read the room'.
2. Preparation.
 - a. Increasingly, members like to see the music in advance if possible, so try to send music as pdf format in advance so that it can be forwarded as necessary.
Please note that we expect workshop leaders to source suitable editions (portrait, normal clefs) and also to source or create instrumental parts (in all appropriate clefs) as necessary and to send all these as .pdfs to the workshop organiser no later than 2 weeks before the workshop so that we can get them printed.
 - b. If the music is already printed, please bring all the music required on the day..
 - c. If everyone basically has the same score (say, in a choral workshop), this should be straightforward. But if there is a degree of complexity (say, works that need different combinations of instruments and voices), then to avoid a disorganised start please ensure that the printed music or pdf files are clearly identified. If possible, in the more complex cases, liaise with the organiser to put the player's name on the music/file - this can be done if the information is available in time.
 - d. In general, anything that could cause confusion should be anticipated, if only because dealing with such things on the day under time pressure can be stressful.
3. Room management
 - a. Please agree with the organiser in advance, which piece of music you will be starting with and how you wish the room to be laid out and who should sit where (SATB singers and strings, woodwind etc). This can save a lot of time at the start and make everyone's day better.

- b. If different pieces need different layouts, again please let the organiser know so they can help encourage everyone to move into the new layout at the break.
- 4. Keeping participation fair.
 - a. Most of our attendees really enjoy taking part, rather than listening to others play / sing. Please try not to leave any one group sitting listening for any longer than necessary.
 - b. If running a group with instrumentalists as well as singers, please remember to offer ideas and support to both groups.
- 5. Audibility
 - a. This has been a problem with one or two of our tutors. If you feel you may need support in this regard, e.g. if you have been told previously people have struggled to hear you at the back, or if you have a cold, or need to wear a mask, please let us know as we can let you use our portable microphone with amplifier.
- 6. Breaks
 - a. These should be planned in advance with your organiser. We offer tea & coffee at the start of the day, so there is not always a need for a morning tea break, though a comfort break is a good idea. Lunch break has traditionally been 1 hour and if many are going out for lunch then this is advisable. If most seem to be staying in with sandwiches then $\frac{3}{4}$ hour may be more appropriate. An afternoon tea break long enough to get everyone served is expected. It's a good idea to plan your schedule in advance so that it can be announced at the start of the day.
- 7. Run through at the end
 - a. This is not a requirement and some days lend themselves to this, while others don't. It can be a nice finish to the day to run through or perform some of the music we have worked on, but be aware that if people have had to move from place to place / play different instruments for different pieces, this may not be practicable nor desirable.