How To Host a Festival
How To Host A Festival

by
Jeannette DeRosier and Michael Johns
Glen Eden Sun Club

Graphics
Editing & Layout

Jeanie Hawk

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Preface

What if your Region could have all the fun and games of a convention but with no meetings? You can – and at AANR West we call this a festival.

To entertain its guests, the festival Host Club selects athletic and social events which seem most appropriate to its situation. These events should appeal to the interests of most members of the region. Once festivals are established, members throughout the Region will look forward to attending each year.

The Region and the Host Club work together to make hosting a festival both a fun-filled and profitable experience. The guidelines that follow contain suggestions and procedures that have been successfully used at AANR West festivals for many years. We have adapted these guidelines for use by clubs in other regions who want to host a festival.

Included in the guidelines are a number of tips and procedures to be used by the Region and the Host Club plus samples of forms, such as the Application to Host a Festival, the Festival Contract, bracket sheets for use in most sports competitions and much more. (Note: the sample contract assumes the region has procedures in place for hosting a festival, but each region should adapt the form to suit its event.)

We hope that your Region, Clubs and Members will enjoy festivals as much as we do!

– Jeannette DeRosier and Michael Johns
  Glen Eden Sun Club
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How To Host a Festival - The Region

Select a Host Club
1. The Regional Convention & Facilities Chair (C & F) solicits bids to host a Festival at least 60 days prior to the regional convention. Applications to Host a Festival are sent to all Landed and Non-landed clubs in the region. (Non-landed Clubs may Host a festival in cooperation with a Landed Club.) Festivals are weekend events, starting Friday and ending Sunday, and should be held at the same time each year. [AANR West holds two each year, in June (Summer Festival) and in October (Fall Festival).]

2. At the annual regional convention the board of directors chooses the festival site(s) for the following year by written ballot. The C & F Chair sends a letter to the winning club along with a contract to be completed and signed by the person in charge. The letter also includes a request for a performance bond, which is refundable upon successful completion of the event. (AANR West’s bond is currently $200.)

Festival Tags and Awards
1. Several months before each festival, the Regional C & F Chair orders Festival Tags. Coordinate with the Host Club the number and type of tags (or wrist bands) to be ordered. This is a Regional expense. All attendees must wear tags or have them visible to participate in any event.

2. All adults attending a Festival shall pay a one-time registration fee which helps to defray the expense of plaques for the Host Club and for the club with the highest percentage of members in attendance (excluding the host club). (The AANR West fee is currently $3).

3. The Regional C & F Chair is responsible for all awards except sports and children’s awards. The Regional Sports Chair is responsible for sports awards. The Regional Youth Chair is responsible for prizes for children’s programs.

Settling Accounts
1. On the last afternoon. the Regional C&F Chair, the Regional Treasurer and the Host Club person in charge meet to settle the finances. 
   a. The Region receives the registration fees collected for the weekend.
   b. The performance bond is returned to the Host Club.
   c. The Host Club is reimbursed for tags or wristbands (if the club ordered and paid for them and provides receipts).
   d. The Host Club is reimbursed up to a specified amount for decorations and other expenses related to hosting the festival if receipts are provided. (AANR WEST reimbursement is currently $350)

Participation
Regional officials should participate as festival help and participate in closing ceremonies, thanking members for attending and recognizing the work done by the Host Club.
How To Host a Festival - The Host and/or Landed Club

**Bidding and Contract** – Clubs desiring to host a festival shall send a completed application, signed by the person in-charge, to the Regional C & F Chair. When awarded a Festival, the Host Club shall complete and sign the Festival Contract and send to the Regional C & F Chair with a Performance Bond to be refunded upon performance of its responsibilities during the festival.

**Festival Committees** – The Host Club should form committees to plan the events. (See Suggested Committee Work Sheet.)

**Festival Activities** – Choose a theme. *(Recent AANR West themes have included Nudestock and Year of the Dragon.)* Build events – even food – around the theme. Plan a wide variety of social events such as theme dances, Karaoke, parades, contests, raffles, card games, or a variety of games or sports such as running, etc. Be sure to include activities for children.

**Registration** – The Host Club assists the Landed Club office personnel in collecting the Regional registration fees during office hours. A second location may be established to avoid congestion in the office during busy times. The Committee keeps records of members of all clubs, other associations and unaffiliated adults in attendance. This information determines the total attendance and the club eligible for the attendance award.

**Sports** – The Host/Landed Club should have facilities and equipment for most, if not all, of the following sports:

- Swimming
- Volleyball
- Water Volleyball
- Tennis
- Horseshoes
- Billiards
- Petanque
- Table Tennis
- Miniten
- Shuffleboard

The Host Club should provide volunteers to handle each sport with the Regional Sports Chair overseeing and solving any disputes. If the chair is particularly knowledgeable in a sport he/she may choose to conduct it. The volunteer for each sport obtains prizes from and reports winners to the regional sports chair or the event director. Volunteers conducting events should make sure each participant has a tag or wristband.

All competitions should be governed by the official rules of the particular sport with one suggested exception. In co-ed volleyball the number of women required per team may be reduced from three to two. *(This exception was adopted by AANR West to allow for more teams, and therefore more participation.)*

**Awards** – T-shirts or Tank tops have proven to be the most popular awards for the winners of the various events. Other suggestions are sport hand towels, sweat bands, can coolers or medals. It is also nice to give shirts to the various volunteers who help conduct the tournaments. As a time-saving suggestion, have participants list their shirt size when signing up for the event.

**Awards Ceremony** – Schedule for Sunday afternoon. The Region presents plaques to the Host Club and to the club with the highest percentage of its members present. Announce winners of sports competitions, give awards for other event winners and announce raffle winners, etc.
Festival Committee Worksheet

Festival Coordinator (appointed by Regional President as needed) ____________________________
Host Club Festival Director (appointed by the Host Club) ____________________________
Welcome Committee (greets members) __________________________________________________
Gate Supervisors _____________________________________________________________
Security _____________________________________________________________
Parking _____________________________________________________________
First Aid Coordinator ______________________________________________________
Food Services Coordinator __________________________________________
Sports Coordinator ______________________________________________________
Sports Assistants:  Volleyball ____________________________
Tennis ______________________________________
Ping pong ______________________________________
Shuffleboard ______________________________________
Horseshoes ______________________________________
Swimming ______________________________________
Billiards ______________________________________
Other ______________________________________
____________________________________
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Awards Coordinator ______________________________________________________
Regional/Host Club Youth Activities Coordinator ______________________________________
Entertainment Coordinator ______________________________________________________
Decorations Committee ______________________________________________________
Public Address System Coordinator ____________________________________________
Nudist Media Reporter ______________________________________________________
Camera/Photo Coordinator ____________________________________________________
Outside News Media Coordinator ________________________________________________

Sports Equipment Check Sheet
(Minimum equipment to be provided by Host Club)

Volleyball–per court: 2 volleyballs, 1 scoreboard
Tennis–per competition (match): 1 can (3) tennis balls
Ping pong–per table: 4 paddles, 1 dozen balls
Billiards–per table: 4 regular cues, 1 short cue, 1 bridge, 1 box chalk, rack, set of balls
Shuffleboard–per court: 4 sticks, 1 set (8) disks, scoreboard
Horseshoes–per pit; 4 shoes
Application to Host a Regional Festival

Proposed Dates of Festival  From: ____________________ To: ____________________
This application shall be submitted to the Time and Place Committee not less than 30 days
before the meeting at which the bid will be considered.

The accuracy of the following statements, which are submitted in support of this application to
host a Regional Festival, is certified by the undersigned.

1.  **Host Club Name:** ____________________  **Phone:** ____________________
    **Address:** ____________________  **City:** ____________________  **State / Zip:** _______

2.  **Person in Charge:**
    **Name:** ____________________  **Title:** ____________________
    **Home Address:** ____________________  **City:** _______  **State / Zip:** _______
    **Home Phone:** ____________________  **E-mail Address:** ____________________

3.  **Landed Club Name:** ____________________  **Phone:** ____________________
    **Address:** ____________________  **City:** ____________________  **State / Zip:** _______

4.  **Description of Grounds:**  **Total area (acres):** _______  **Parking area(s):** _______
    **Area available for nude activities:** _______  **Type of screening, if any:** _______

5.  **Recreational Facilities:**  Indicate the number, type and construction of all recreation
    facilities, i.e., swimming, volleyball, children’s playground etc.:


6.  **Lodging:**  Indicate the number of:  **Private Rooms / Cabins:** _____  **Rental Trailers:** _____
    **RV Spaces with:**  **Full Hookups:** _____  **Electricity only:** _____  **Water only:** _____
    **Prepared Tent Sites:** _______

7.  **Access to Public Transportation and Facilities:**  Distance in miles to: _______
    **Commercial Airport:** _____  **Bus Depot:** _____  **Hotel/Motel:** _____  **Car Rental:** _____
    **Grocery Store:** _____  **Auto Repair Garage:** _____  **Hospital:** _____
8. **Snack Bar, Community Kitchen and Other Eating Facilities.** Describe:

__________________________________________________________________

__________________________________________________________________

9. **Sanitary Facilities:** Indicate the number of:

   - Showers (Indoor): _____ Hot: _____ Cold: _____
   - Showers (Outdoor): Hot: _____ Cold: _____
   - Toilets: Flush: _____ Chemical: _____ Outhouse: _____

10. **Proposed Media Coverage:** Describe

    ____________________________________________________________________

    ____________________________________________________________________

11. **Landed Club Photography Policy:** Does club have a photo policy? Yes ____ No ____

    Are the club’s camera rules more restrictive than those of the Region? Yes ____ No ____

    (If yes, please describe in Section 14.) Regional Camera rules shall be in effect if club answers “No” to either question.

12. **Landed Club Policy on Possession and Consumption of Alcoholic Beverages:**

    ____________________________________________________________________

    ____________________________________________________________________

13. **Proposed Ground Fees to be charged by the Landed Club:** (per adult 18 years or older) Day Fee: $ _____ Special fee (if offered for entire event): $ _____

    Overlie Fee: $ _____ Applicable Hookup Fees: $ ____ __ __

14. **Additional Information/Remarks:** (Attach club brochure and additional sheets if needed.)

    ____________________________________________________________________

    ____________________________________________________________________

    ____________________________________________________________________

I have read the Regional Contract and Procedure Manual Sections and am prepared to comply with those terms if awarded this festival. (If Landed Club is unable to fulfill any of the contract terms due to a city or county ordinance, see the appropriate section to amend the contract.)

Person preparing this application:

Name: (please print) __________________________ Position with Club: ______________________

Signature: __________________________ Date: ________________
Regional Festival Contract

This contract, executed by and among the ______________________, hereinafter referred to as the Region (or Regional); and ______________________, hereinafter referred to as the Host Club; and ______________________, hereinafter referred to as the Landed Club; contains responsibilities to be assumed by all parties for the _______________ 20___ Festival.

All parties agree to the following terms:

1. **Contract Period:**
   
   This contract shall be effective from ____________, 20___ through ____________, 20___.

2. **Admittance during the Festival:**
   
   a. Current members in good standing in AANR and the Region and their minor children.

   b. Members of other recognized nudist organizations, and their minor children, if agreeable to all parties to this contract.

   c. Prospective members of any Regional club who accompany a member of that club.

   d. Representatives of the communications media, government officials and other invited guests of the Region.

   e. Notwithstanding paragraphs a.– d. above, each party to this contract shall reserve the right to eject any person whose conduct is deemed offensive based on complaints received by management of the Landed Club or by Regional officials.

3. **Registration:**

   Commencing at 9 a.m. on opening day and continuing to the end of this contract period, all adults on the grounds shall be registered except permanent residents of the Landed Club who do not wish to participate in any way. Each adult shall pay a Regional registration fee as defined in the Region’s Procedure Manual. The Region shall provide identification tags to be worn by all registrants during this contract period. The Host Club shall supply registrars to assist in collecting registration fees during all hours that the Landed Club office is open. All registration fees shall be remitted to the Regional Treasurer at the close of the festival and no part of them shall be claimed by the Host Club or Landed Club.

4. **Facilities to be provided by the Landed Club:**

   a. **Desired Recreation Facilities:** A swimming pool of adequate size (or a lake with water tested safe for swimming). At least one each: volleyball court, tennis court, shuffleboard court, horseshoe pit and ping pong table, all of regulation size and in good repair. All sports facilities shall be equipped with all equipment necessary for competition.
b. **Registration Area.** Registration fees shall be collected in the same area where Landed Club fees are paid. This area shall be protected from inclement weather.

c. **First Aid Supplies.** First aid supplies shall be available at a central location on the grounds. EMT or equal shall be available 24 hours a day during the contract period.

d. **Sanitary Facilities.** A minimum of four hot showers, four wash basins, and eight toilets. All shall conform to state and local ordinances.

e. **Public Address System.** The system should be adequate to be heard by the audience during contests, awards and ceremonies.

5. **Other Facilities, Services and Charges:**
   a. **Grounds Fees.** The daily grounds fee charged by the Landed Club shall not exceed $________ per person. All grounds fees shall go to the treasury of the Landed Club. All elected or appointed Regional officers, directors, trustees, certain committee chairs, and their families shall be exempt from payment of grounds fees during this contract period. The Region shall provide a list of exempt persons prior to the festival.

   b. **Meal Service.** The Landed Club shall provide adequate food service throughout the contract period. The menu and hours of operation shall be clearly posted. All food prices are subject to 5.d below.

   c. **Camping.** The Landed Club shall provide sufficient lodging and space for R.S., trailers and tents. These facilities shall be subject to 5.d below.

   d. **Charge Limitation.** Monies collected by the Landed Club for lodging, camping, utilities, meals, merchandise, grounds fees and any other goods or services provided during this contract period shall not exceed the amounts normally charged. There shall be no additional surcharges.

6. **Publicity and Advertising:**
   a. The Host Club shall handle all publicity in cooperation with the Landed Club and the Regional Public Relations team.

   b. The Host Club shall pay for all advertising expenses. Reimbursements shall be in accordance with the Regional Procedure Manual.

   c. The Host Club shall provide maps, directions to the grounds of the Landed Club and a complete schedule of fees to the Regional C & F Chair no later than 90 days prior to this contract period. The C & F Chair shall immediately circulate such information to all Regional Clubs.

7. **Photography:**
   Photography shall be in accordance with Regional procedures unless otherwise noted.
8. **Financial Obligations:**
The Region shall not make any advance payments except by prior written agreement. All itemized bills, accompanied by receipts, shall be paid in full at the close of the contract period.

9. **Division of Authority:**
   a. **Enforcement Agreement.** A ranking Regional officer shall enforce the terms of this contract. All disputes over the terms or application of this contract shall be decided by the Regional Board of Directors, which shall assemble for this purpose at any time during the convention period.
   
   b. **Scheduling of Events.** The Host Club shall schedule the times for all activities and sports competitions.

   c. **Performance Bond.** The Host Club shall provide cash or security in the amount of $200.00 along with the signed contract. This bond shall be refunded to the Host Club upon performance of all its responsibilities under this contract. The bond shall be forfeited if the Host Club fails to perform, for any cause other than an act of God, any or all of its obligations as defined by this contract.

10. **Amendments:**
    This contract may be amended by joint written agreement of the Host Club, the Landed Club and the Regional Board of Directors.

    **For the Host Club:** (Print) ________________________
    Signature: ________________________ Title: __________________ Date: _____________

    **For the Landed Club:** (Print) ________________________
    Signature: ________________________ Title: __________________ Date: _____________

    **For the Region:** (Print) ________________________
    Signature: ________________________ Title: __________________ Date: _____________
    Witness: ________________________
    Witness: ________________________