

Cranmer Awards

SOME SUGGESTIONS FOR ORGANISING A BRANCH HEAT

ON DECIDING TO HOLD A HEAT

- Arrange the venue. This should be on 'neutral ground' if possible.
- Book the date. Let National Administrator know for it to be published on PBS website and other media.
- Contact schools and churches: Head, Head of RE, Head of Drama, Chaplain, Incumbent, etc. – a specific person, named if possible. Send promotional material and application forms.

BEFORE THE DAY

- Process the application forms as they are returned.
- Prepare Mark Sheets. One for each judge, for each contestant, stating passage(s) to be read.
- Prompter and text checker need a list of names and passages to be read.
- Make it an EVENT: invite parents, relatives, friends, teacher etc.
- Seek a sponsor.
- Invite the local press, radio and television to the event. Send out a press release in advance explaining what the event is about.
- Reflect upon suitable prizes: Certificates for all contestants, token, BCPs etc.
- Invite someone of note to present the prizes. This will give you something extra to hang publicity on.
- Have a Master of Ceremonies to ensure smooth running of the event, introduce the proceedings.
- Have a printed programme giving the names of the competitors and running order.
- Have one to three judges. One can be enough, especially since finding good ones can prove difficult.
- In the event of the heat being cancelled due to unforeseen circumstances, have contact details ready to let all concerned know two, three days in advance.

ON THE DAY

- Have 'Reserved' signs for VIP's and judges' seats
- Have stewards to welcome contestants and others, and to usher them to their seats.
- Have a timekeeper.
- Have someone to check the accuracy of the rendition; **NOT** the judge.
- After all the readings are finished have tea, during which the judge(s) can decide upon the winner(s).
- Prize giving.

FINALE

- Conclude with prayer.

AFTERWARDS

- Assess the day and note any changes/improvements for next year.
- Start planning next year's events

The Prayer Book Society

National Administrator

Mrs J Clark

Email: cranmer.awards@pbs.org.uk

Tel: 01189 842 582

Email: pbs.admin@pbs.org.uk

Web: www.pbs.org

Ecclesiastical Patron:

**The Rt. Revd. and Rt. Hon. The Lord
Chartres**

President:

The Lord Cormack

The Prayer Book Society is a Company Limited by

Guarantee and Registered in England No. 4786973 and

Registered Charity No. 1099295. Isle of Man Registered Charity

No. 952. Registered Office: The Studio, Copyhold Farm, Lady

Grove, Goring Heath, Reading. RG8 7RT