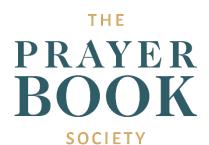
# Cranmer Awards



## 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

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