

## SRP Workshops

The SRP workshops cover a wide variety of topics, including Recorder Technique, Unbarred Music, Baroque Dance, Theory and Conducting. They are partly funded by the SRP and partly by the participants' fees. Anyone can organise a workshop; it does not have to be done through an SRP branch. The fee to participants is fixed and cannot be changed. The fee is £12, except for Intermediate Conducting, which is £17. This applies whether the participant is a member of the SRP or not. The workshops are planned so that they last for one day. The material cannot be covered in half a day.

The branch or organiser chooses the workshop that it wishes to run and arranges the date with the tutor. Once the date is agreed the Training Co-ordinator should be notified. This can be done by emailing [training@srp.org.uk](mailto:training@srp.org.uk).

The organiser books the venue for the workshop and creates an application form. The workshop needs to be publicised by sending the form to the webmaster at [webedit@srp.org.uk](mailto:webedit@srp.org.uk). The form should also be sent to nearby branches and others who might be interested in attending. If time allows, the event should also be advertised in The Recorder Magazine.

When the workshop has taken place, the tutor will contact the SRP National Treasurer ([treasurer@srp.org.uk](mailto:treasurer@srp.org.uk)) with an invoice for their fee and their travel. The branch or organiser pays for the venue and any other local costs from the participants' fees and sends any excess, together with the accounts for the event to the SRP National Treasurer.

The SRP will pay the tutor's fee (which the tutor claims directly from the SRP Central Treasurer) as well as the tutor's travel costs. Lunch is to be provided for the tutor and forms part of the local expenditure.

It is assumed that each workshop will have about 5 hours teaching plus breaks for lunch and drinks. The branch or organiser provides tea and coffee for the participants and lunch for the tutor. Participants are responsible for their own lunches, which are not included in the £12 fee.

For conducting workshops additional participants will be required in order for the conductors to practise. Attendance is usually limited to 6 conductors. Ideally each practice session should involve them conducting 5 players, so six people who are only players would be required. The fee for the players should be £5. Two rooms will be needed so that two conductors can practise at the same time.

If organised by a branch, the accounts for the day should be kept separate from the branch accounts and sent to the National Treasurer as soon as possible after the day, together with a cheque for any amount that remains from the participants' fees after the costs for the venue and the tutor's lunch have been paid.