HWSD
Handweavers, Spinners and Dyers Guild Tasmania INC.

Special Events, Exhibitions and Festivals Policy and Procedures

Policy number	125	Version	v1
Drafted by	S Hastie	Approved by Committee on	12 November 2026
Responsible person	President	Scheduled review date	November 2028

1. PURPOSE

This policy provides a consistent framework for planning, approving, coordinating and delivering Guild special events, exhibitions and festivals. It is intended to ensure that events are well organised, financially responsible, safe, inclusive, accessible and aligned with the aims and values of the Guild.

2. SCOPE

This policy applies to Guild special events, exhibitions and festivals, including events conducted at Guild premises, hired venues or other locations, and applies to:

- Event Coordinators and event organising groups.
- Team Leaders and people responsible for specific event areas or activities.
- Presenters, demonstrators, tutors, exhibitors and invited contributors.
- Volunteers assisting with planning, set-up, delivery, supervision and pack-up.
- Participants, exhibitors, visitors, guests and attendees.
- Guild Committee members and other authorised representatives are involved in governance, approval or oversight.

Where a special event includes workshops or formal educational activities, the Tutor Policy and Procedures also applies to the relevant tutors, instructors, demonstrators, presenters and participants.

3. PRINCIPLES

- Provide high-quality, welcoming and well-organised Guild activities.
- Treat participants, presenters, volunteers, exhibitors and visitors fairly, respectfully and professionally.
- Maintain a safe, inclusive and accessible environment where discrimination, harassment, bullying, victimisation, vilification and exclusionary conduct are not tolerated.

- Use gender-neutral, culturally respectful and inclusive language and practices in Guild communications, planning, role allocation and activities.
- Manage Guild funds, equipment, property and resources responsibly.
- Protect privacy, confidentiality and intellectual property.
- Plan events with clear responsibilities, communication and appropriate risk management.
- The Guild will apply this policy in a way that promotes gender equity, inclusion and respectful participation. Event planning, communication, role allocation and decision-making should avoid assumptions based on gender, age, disability, cultural background, family structure, language, religion, sexuality or other personal attributes. Reasonable adjustments should be considered where practicable so that people can participate safely, respectfully and with dignity.

4. DEFINITIONS

Special Event: A Guild activity outside the routine program that requires coordinated planning and may involve workshops, demonstrations, displays, social activities, guest speakers or other activities.

Exhibition: A planned display of fibre arts, textiles, artworks, equipment or related material presented for viewing by members, participants or the public.

Festival: A larger or multi-activity event involving one or more days, venues, activities, exhibitors, presenters, workshops, demonstrations, displays or community engagement.

Event Coordinator: The person appointed by the Committee to coordinate the overall planning and delivery of an event.

Team Leader: A person appointed to oversee a specific event area, activity or operational team.

Presenter: A person invited or engaged to provide a presentation, demonstration, talk, workshop or other programmed activity.

Volunteer: A person who freely provides their time and skills to assist with the event without being engaged as a paid employee or contractor.

Participant: Any member, guest, visitor, exhibitor, attendee or other person taking part in an event activity.

5. EVENT APPROVAL AND PLANNING

Proposed special events, exhibitions and festivals must be submitted to the Guild Committee or authorised delegate for approval before significant commitments are made.

The following criteria needs to be met:

- Event purpose, proposed dates and venue.
- Expected audience and participant numbers.
- Proposed activities, exhibitions, workshops and presentations.
- Event Coordinator and key Team Leaders.
- Estimated income, expenditure and budget.
- Presenter, exhibitor and volunteer requirements.
- Equipment, materials and venue requirements.
- Work Health and Safety and risk considerations.
- Accessibility and inclusion requirements.
- Promotion, registration and communication arrangements.
- Insurance, permits, licences or venue requirements where applicable.

6. EVENT COORDINATOR – RESPONSIBILITIES

- Develop an event plan and timeline and obtain required approvals.
- Roles, rosters, speaking opportunities, demonstrations, exhibition selections and volunteer duties should be allocated fairly and transparently, using relevant skills, availability, event needs and agreed selection criteria rather than assumptions about gender or other personal attributes.
- Coordinate Team Leaders, presenters, volunteers and other contributors.
- Maintain clear communication with the Committee and event team.
- Confirm venue, equipment, access, set-up and pack-up arrangements.
- Ensure appropriate risk assessments and safety arrangements are completed.
- Coordinate registration, attendance and participant information where required.
- Ensuring accessibility and inclusion requirements are identified early, considered in planning, and supported through reasonable adjustments where practical.
- Confirm presenter and exhibitor arrangements, including agreed fees, expenses, materials and requirements.
- Monitor the event budget and obtain approval for expenditure in accordance with Guild financial procedures.

- Ensure incidents, hazards, complaints and significant issues are reported to the appropriate Guild representative.
- Coordinate post-event evaluation, reporting, financial reconciliation and record keeping.

7. TEAM LEADERS – RESPONSIBILITIES

- Understand and follow the event plan and their assigned responsibilities.
- Brief and support volunteers allocated to their team.
- Ensure their area is prepared, safe, accessible and appropriately staffed.
- Provide clear instructions and communicate changes promptly to the Event Coordinator.
- Monitor participant and visitor needs within their area.
- Identify and report hazards, incidents, shortages or operational issues.
- Ensure equipment and Guild property are used appropriately and returned after use.
- Assist with pack-up, venue restoration and post-event reporting.

8. PRESENTERS, TUTORS AND DEMONSTRATORS

Presenters, tutors and demonstrators must comply with the Guild's Tutor Policy and Procedures where applicable.

- Provide agreed presentation, demonstration or workshop information by the required deadline.
- Provide materials, equipment and preparation information as agreed.
- Deliver activities professionally and respectfully.
- Follow Guild health, safety, accessibility, privacy and conduct requirements.
- Provide safe instruction when using tools, equipment, dyes, chemicals, heat or other potentially hazardous materials.
- Respect participant privacy and intellectual property.
- Obtain consent before photography or recording where required.
- Notify the Event Coordinator promptly of changes, illness, hazards or other issues affecting delivery.

9. VOLUNTEERS – RESPONSIBILITIES

- Attend agreed briefing, induction or training where required.
- Follow reasonable directions from the Event Coordinator and Team Leader.
- Act respectfully and professionally towards participants, visitors, presenters and other volunteers.

- Follow WHS, emergency, accessibility, privacy and venue requirements.
- Remain within the duties assigned unless authorised to undertake additional responsibilities.
- Report hazards, incidents, concerns or participant issues promptly.
- Handle Guild equipment, cash, materials and property responsibly.
- Assist with set-up, event operations and pack-up as allocated.

Volunteers must not make commitments on behalf of the Guild, approve expenditure, alter event arrangements or make public statements on behalf of the Guild unless authorised.

10. PARTICIPANTS, EXHIBITORS, VISITORS AND GUESTS

- Follow event information, venue requirements and reasonable directions from Guild representatives.
- Treat presenters, volunteers, exhibitors, participants and visitors with courtesy and respect.
- Use equipment, materials and facilities safely and responsibly.
- Respect displayed work, personal property and intellectual property.
- Communicate how participants can advise the organiser of accessibility, inclusion or other requirements, and consider reasonable adjustments where practical.
- Report hazards, accidents, injuries or concerns as soon as possible.
- Comply with the Guild Code of Conduct and other applicable Guild policies.

The Guild may require a person to leave an event where their behaviour creates an unsafe, disruptive, discriminatory, harassing or otherwise inappropriate environment. Serious matters may be referred to the Guild Committee.

11. EXHIBITIONS

- Exhibition requirements, submission dates, display standards and selection arrangements should be communicated in advance.
- Exhibitors should provide accurate information about their work and comply with agreed display requirements.
- The Guild will take reasonable care of exhibited work but responsibility for valuable or fragile items should be clarified before the event.
- Photography, reproduction and promotional use of exhibited work must respect the creator’s intellectual property and any agreed permissions.
- Collection and return arrangements should be communicated clearly to exhibitors.

12. HEALTH, SAFETY, ACCESSIBILITY AND RISK MANAGEMENT

- The Guild will take reasonable steps to provide a safe and healthy environment for participants, volunteers, presenters, exhibitors and visitors.
- Event risks should be identified before the event and appropriate controls put in place.
- Emergency access, exits, first aid, evacuation arrangements and venue requirements must be considered.
- Activities involving specialist equipment, sharp tools, electrical equipment, dyes, chemicals, heat, hot water, lifting or other hazards require appropriate controls and clear instructions.
- Accessibility and inclusion should be considered in venue selection, physical access, seating, signage, communication, registration, activities, facilities and participation requirements wherever practical.
- Incidents, injuries, hazards and near misses must be reported promptly to the Event Coordinator or designated Guild representative.

13. CHILDREN AND YOUNG PEOPLE

Where children or young people attend or participate, arrangements must comply with relevant Guild requirements, venue requirements and applicable legal obligations. Expectations must be applied consistently and without assumptions based on gender, gender identity, family structure or caring arrangements. Participants under 18 should be appropriately supervised in accordance with Guild requirements.

14. CODE OF CONDUCT

All persons involved in Guild events are expected to behave respectfully and professionally. Discrimination, harassment, bullying, victimisation, vilification, threatening behaviour, abuse, deliberate disruption or unsafe conduct will not be tolerated.

The Guild's Code of Conduct applies to all event activities and should be provided or made accessible to participants, volunteers and contributors as appropriate.

15. PRIVACY, PHOTOGRAPHY AND SOCIAL MEDIA

- Personal information collected for event purposes must be handled in accordance with the Guild Privacy Policy.
- Photography, video or audio recording should only occur with appropriate consent where identifiable people are involved.

- Participants and visitors should obtain permission before posting identifiable images of others on social media.
- The Guild may use photographs for promotional purposes where appropriate consent has been obtained.

16. INTELLECTUAL PROPERTY

- Creators retain copyright in their original work unless otherwise agreed in writing.
- Permission must be obtained before reproducing, commercially using or distributing another person's teaching materials, artwork, photographs or other intellectual property.
- Any special intellectual property arrangements with presenters, exhibitors or contributors should be agreed before promotion or publication.

17. FINANCIAL MANAGEMENT

- Event budgets must be approved in accordance with Guild financial policies and procedures.
- Presenter fees, honoraria, travel, accommodation, materials and other expenses must be agreed and approved before commitments are made.
- Volunteers are not employees or contractors and do not receive payment for their services unless a specific approved reimbursement, gift or recognition arrangement applies.
- All events, income and expenditure must be recorded and reconciled following the event.
- Receipts and supporting documentation must be retained in accordance with Guild record-keeping requirements.

18. PROMOTION AND COMMUNICATION

- Promotional material should accurately describe the event, activities, costs, dates, venue and registration requirements.
- Presenter, exhibitor and contributor names, biographies, photographs and other promotional material should be used with appropriate permission.
- Changes to advertised activities or arrangements should be communicated as soon as reasonably practicable.
- Participant communications should include relevant preparation, access, safety, parking, venue, materials, registration and support information in clear and accessible language.

19. CANCELLATION OR CHANGES

The Guild may cancel, postpone or substantially change an event due to insufficient registrations, illness, emergency, venue issues, safety concerns, financial considerations or circumstances beyond the Guild's control. The Guild will provide reasonable notice where practicable and manage refunds or other participant arrangements in accordance with the advertised conditions and applicable Guild procedures.

Presenters, exhibitors, Team Leaders and volunteers should notify the Event Coordinator as soon as possible if they are unable to fulfil an agreed role.

20. RECORD KEEPING

- Approved event plans and budgets.
- Presenter, exhibitor and contractor agreements where applicable.
- Volunteer and Team Leader allocations.
- Risk assessments and safety records.
- Attendance or registration records where required.
- Invoices, receipts, payments and financial reconciliation.
- Incident reports and relevant correspondence.
- Participant or contributor feedback and evaluation.

Records must be retained and handled in accordance with Guild privacy, confidentiality, financial management and record-keeping requirements.

21. POST-EVENT REVIEW

- The Event Coordinator should conduct a post-event review with Team Leaders and relevant contributors.
- Feedback from participants, presenters, exhibitors and volunteers should be considered where appropriate.
- Issues, successes, financial outcomes and recommendations should be documented for future events.
- A report should be provided to the Committee for significant events where requested.

22. RELATED POLICIES AND PROCEDURES

- Tutor Policy and Procedures.
- Code of Conduct.
- Work Health and Safety Policy and Procedures.
- Privacy Policy.

- Financial Management Policy and Procedures.
- Any venue-specific requirements and applicable emergency procedures.

23. REVIEW

This policy should be reviewed every two years, or earlier if required, to ensure it remains relevant, effective and consistent with the Guild's operations and applicable requirements.

Approved by: Sue Hastie (President) _____

Date: 12 November 2026

Review Date: November 2028