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2004 NORTH AMERICAN FESTIVAL OF WALES
National Gymanfa Ganu 75th Anniversary
1929 - 2002

Proposed Schedule
(As of August 1, 2004)

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8 A. DATES: Thursday, September 2, through Sunday, September 5, 2004
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10 B. LOCATION: Niagara Falls, New York (Site of 1929, 1930, 1931, 1932, and 1979
11 Nationals)

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13 C. FACILITIES:

- 14
15 1. Niagara Falls Convention Center
16 2. Holiday Inn Select, Niagara Falls (Headquarters Hotel)
17 2.1 Rooms Reserved:
18 We: 100 Th: 300 Fr: 300 Sa: 300 Su: 300 Mo: 50
19 Rate: Singles/Doubles \$135 plus tax
20 3. Comfort Inn "The Pointe"
21 3.1 Rooms Reserved:
22 We: 15 Th: 65 Fr: 75 Sa: 75 Su: 75 Mo: 70
23 Rate: Singles - \$149 plus tax; Doubles - \$159 plus tax
24 4. Four Points by Sheraton
25 4.1 Rooms Reserved:
26 We: 50 Th: 150 Fr: 150 Sa: 150 Su: 150 Mo: 0
27 Rate: Singles/Doubles: \$135 plus tax
28

29 D. Tentative Schedule

- 30
31 1. Wednesday, September 1
32 1.1 Set Up Market Place (3:00 p.m.)
33 1.2 Early Registration (5:00 - 9:00 p.m.)
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35 2. Thursday, September 2
36 2.1 Market Place and Tea Room Open (10:00 - 5:00)
37 2.2 Tours (Begin at 8:30 a.m.)
38 2.3 On site Registration (9:00 a.m. - 7:00 p.m.)
39 2.4 Eisteddfod Preliminary Round (1:00 p.m. - 4:00 p.m.)
40 2.5 Opening Ceremony and Noson Lawen (7:30 - 9:30 p.m.)
41 2.6 Informal Singing (9:30 p.m.)
42
43 3. Friday, September 3
44 3.1 Market Place and Tea Room Open (8:30 a.m. - 5:00 p.m.)
45 3.2 Tours (Begin at 8:30 a.m.)
46 3.3 On Site Registration (8:30 a.m. - 7:00 p.m.)
47 3.4 Board of Trustees Meeting (9:00 - 12:00 noon)
48 3.5 Seminars (9:30 - 10:30, 11:00 - 12:00, 1:30 - 2:30)
49 3.6 Goat Island Event (3:00 - 5:00 p.m.)
50 3.7 Pre-Banquet Reception (5:30 - 6:15 p.m.)
51 3.8 Banquet and Program (6:30 - 9:30 p.m.)
52 3.9 Children's Activity (6:00 - 9:00 p.m.)
53 3.10 Informal Singing (10:00 p.m.)

- 1 4. Saturday, September 4
 2 4.1 Ninnau Breakfast (7:30 - 9:00 a.m.)
 3 4.2 Market Place and Tea Room Open (8:30 a.m. - 5:00 p.m.)
 4 4.3 Registration On Site (8:30 a.m. - 5:00 p.m.; Concert Lobby 5:00 - 8:00 p.m.)
 5 4.4 Annual General Meeting (9:00 - 11:00 a.m.)
 6 4.5 2004-2005 Board of Trustees Organizational Meeting (11:15 - 12:00 noon)
 7 4.6 Awr Y Plant (12:00 - 1:00 p.m.)
 8 4.7 Eisteddfod Finals (1:00 - 4:00 p.m.)
 9 4.8 AWO Summit Meeting (3:00 - 5:00 p.m.)
 10 4.9 Grand Concert (7:30 - 10:00 pm.)
 11 4.10 Alternate Youth Activity (TBA)
 12 4.11 Informal Singing (10:30 p.m.)
 13
 14 5. Sunday, September 5
 15 5.1 Market Place Open (9:00 a.m. - 1:00 p.m.)
 16 5.2 On Site Registration (9:00 - 2:30 p.m.)
 17 5.3 Welsh English Church Service (10:30 - 11:30 a.m.)
 18 5.4 Afternoon Gymanfa Ganu (2:30 - 4:30 p.m.)
 19 5.5 Intersession Meal (4:30 - 6:00 p.m.)
 20 5.6 Evening Gymanfa Ganu (7:00 - 9:30 p.m.)
 21 5.7 Closing Reception (9:30 p.m.)
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 23 6. Monday, September 6
 24 6.1 Market Place take down by 12:00 noon (?)
 25 6.2 Tours (?)
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 27 E. Committees
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 29 1. Venue Executive Committee (7 persons--Chairperson, Vice Chairperson, Secretary,
 30 Treasurer, Youth Activities Chairperson, 2 At-Large. Each person on Venue
 31 Executive Committee is also to be a liaison with 2 or more of the committees listed
 32 below. VEC to work out facilities and meeting schedule and coordinate overall
 33 arrangements including first aid-medical)
 34
 35 2. Tours and Travel Information (2 persons plus liaison) (Use independent tour
 36 company; make arrangements for bus transportation to Goat Island and other possible
 37 transportation needs, e.g. airline arrangements)
 38
 39 3. Market Place (3 plus liaison) (Draw up contracts for vendors and non-vendors in
 40 market Place; arrange for table rental and set up; secure and share tax information;
 41 work out security and cleaning arrangements; contact all possible vendors; arrange set
 42 up and take down; arrange hours; coordinate vendor ads with program book, etc.)
 43
 44 4. Program Booklet (4 plus liaison--2 for ads, 2 for program content) (Ads--draw up size
 45 and rate sheet; contact potential advertisers, set deadlines for ads; Content--secure
 46 information for all non-ad pages including programs of events, letters from VIPS,
 47 biographies and photos of artists, special lists from Headquarters such as past venues,
 48 memorials, honoring lists, cover design, choose printer)
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 50 5. Registration (Headquarters staff for pre-registrations with 2 plus many volunteers for
 51 on-site registrations)
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6. Seminars (2 plus liaison) (NOTE--only 3 sessions for seminars, all on Friday--no seminars on Saturday; sources of seminar speakers--previous WNGGA Scholarship Recipients include NAASWCH presenters; determine payment, if any, to presenters; ascertain audio-visual needs, etc.)
 7. Eisteddfod (2 plus liaison) (Determine categories for competition, entry fees, performance requirements, deadlines, rehearsal time, accompanists, adjudicators, prizes, schedule of competitions on Thursday and Saturday)
 8. Noson Lawen (2 plus liaison) (Arrange for Opening Ceremony; determine program for Noson Lawen, select M.C., arrange for anthems accompanist, piano, etc.)
 9. Grand Concert (2 plus liaison) (Work with artists for program list, biographies, photos, rehearsal time, staging, sound system, piano, organ, select MC, etc.)
 10. Catering (7 plus liaison--
 - [2 for tea room: select menus, arrange for Welsh cakes, maintain food items and supplies, etc.];
 - [3 for banquet: work with registration on table reservation arrangements, choose menu, include child option, table decorations, bar service, select MC, select minister for Grace, guest speaker [?], entertainment [?], head table seating, reserved tables for BOT, audio visual equipment; separate printed program with Welsh and English translations];
 - [2 for Intersession Meal: determine location, choose menu with child option, bar option, complimentary meals(?), etc.]
 11. Sunday Activities (4 plus liaison--
 - [2 for church service: arrange program, coordinate with minister(s), organist, work with Headquarters on Memorial Service including selection of 2 assistants for handling roses, separate printed order of service, special music such as Eisteddfod winners, arrange for ushers, collection plates, etc.];
 - [2 for both Gymanfa sessions, not 2 for each session--determine order of program, identify ministers for invocation and benediction, special music (Eisteddfod winners) work with conductor and organist; work with registration on ticket and hymnal sales, sound system, staging--flowers, banners, flags; passing of flag ceremony after evening session]
 12. Youth Activities (2 plus liaison--arrange for Awr Y Plant, pool-pizza party, tours, crafts, activities, etc.)
 13. Goat Island (2 plus liaison--arrange for Friday afternoon anniversary observance at Goat Island including plaque dedication[?], transportation [in conjunction with tours committee], seating, programs, program participants, accompanist, piano or keyboard, inclement weather options.)
 14. Informal Singing (2 plus liaison--select conductors and accompanist, determine location(s), format, etc.)

- 1 15. Publicity (2 plus liaison--prepare information brochure for distribution at 2003 event,
2 prepare news articles for Ninnau, Y Drych and HWYL, other Welsh papers, general
3 papers, etc., prepare registration brochure by January for distribution in February,
4 send letters of greetings and invitation to AWOs for reading/distribution at March 1
5 (St. David's Day) events, update WEB site for publicity and registrations, tourist
6 publications in Canada and USA, Britannia magazine, etc., local newspapers,
7 television (commercial and public), contact all area churches and choirs, etc.)
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- 9 16. Fund Raising (2 plus liaison--secure sponsorship for artists, for corporate and other
10 general contributions, assist in program booklet advertising, government grants from
11 New York state, promote souvenir items to mark anniversary, work with video and/or
12 audio recording committee, etc.
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- 14 17. Props (2 plus liaison--work with headquarters on flag and banner displays, piano,
15 organ, flowers for stage, roses for memorial service; signage for rooms, registration,
16 directions, section signs for Gymanfa sessions, risers, podiums for all functions where
17 needed, communication systems--2 way radios, etc.)
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- 19 18. Recording Committee (2 plus liaison--to make arrangements for possible video and
20 audio recordings of event(s), coordinate sound and lights for all events.
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M E M O

TO: WNGGA Board of Trustees
FROM: 2004 Venue Committee
DATE: July 6, 2002
SUBJECT: Request for Assistance

NOTE: Please complete each of the items given below and return it by September 30, 2002, to the Chairperson of the 2004 Venue Committee: Myfanwy Davies, Unit #2, 3205 Uplands Drive, Ottawa, ON K1V 9T3 Canada

- 1. Please indicate below on which of the committees you wish to serve--all trustees are expected to respond. Please indicate your preference by a 1 under First Choice, 2 under Second Choice, 3 under Third Choice.

Committee Choices (See pages 2, 3, 4 of Proposed Schedule)

	1st	2nd	3rd
E1. Venue Executive Committee	___	___	___
E2. Tours and Travel Information	___	___	___
E3. Market Place	___	___	___
E4. Program Booklet	___	___	___
E5. Registration	___	___	___
E6. Seminars	___	___	___
E7. Eisteddfod	___	___	___
E8. Noson Lawen	___	___	___
E9. Grand Concert	___	___	___
E10. Catering	___	___	___
E11. Sunday Activities	___	___	___
E12. Youth Activities	___	___	___
E13. Goat Island	___	___	___
E14. Informal Singing	___	___	___
E15. Publicity	___	___	___
E16. Fund Raising	___	___	___
E17. Props	___	___	___
E18. Recording Committee	___	___	___

(OVER)

1 2. Which non-Board of Trustees persons do you suggest to become members of any of the committees listed
2 on the reverse side under item No. 1:

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4 Name of Committee: Name and address of nominee
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13 3. Whom would you suggest for each of the following--feel free to give more than one name, please use an
14 extra sheet if necessary:

15
16 3.1 Gymanfa Conductor:

17 3.2 Gymanfa Organist:

18 3.3 Ministers:

19 3.4 Artists for Concert

20 3.5 Special Music, Artists for Gymanfa Sessions and Banquet

21 3.6 Eisteddfod Categories, Adjudicators, Accompanists

22 3.7 Topics for Seminars

23 3.8 Noson Lawen participants

24 3.9 Goat Island program, dignitaries

25 3.10 Children's Activities

26 3.11 Special Recognitions in addition to this being in Honor of Nelson Llewellyn

27 3.12 Other suggestions
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31 **NOTE: All suggestions will be reviewed by the BOT Executive Committee and the Venue Executive**
32 **Committee.**
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