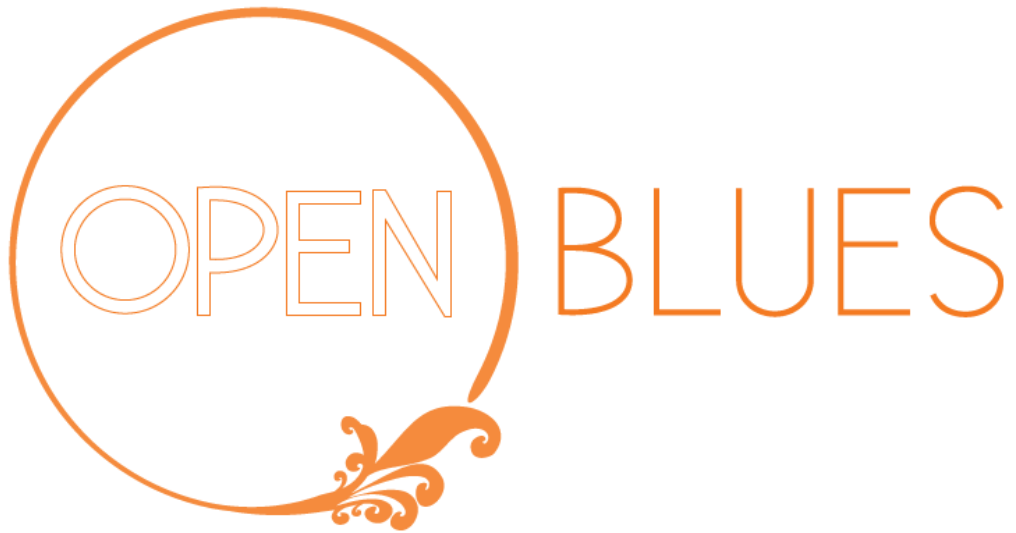




Open Blues Handbook

About this document

This is a living document. Please feel free to edit, add, etc. Try keeping it as tidy as you can. Feel free to add sections. If unsure just add a note.

Mission

What is Open Blues? An open-minded DIY blues dance festival. Open Blues open-minded but opinionated: grassroots is preferred to top-down; sharing is preferred to selling; working together is preferred to competing; creating together is preferred to consuming alone. It's also a blues dance festival with elements of fusion and other forms of expression.

We're here to build a sustainable self-organised Open Blues for decades to come. We are here to minimise existential risks by preventing burnout, keeping a good relationship with the venue and neighbours, and keeping a sustainable and happy Open Blues community.

Committee

Konrad - website, registration form, bands, outbound payments

Richard - registration, accommodation, inbound payments

Nikola - Workshops

Robert - Music

Kasia - food & snacks

Martina - marketing

Natalia - drinks and decorations

Tomek, Enric or Marco - sound system

Organisational Protocol

Before the Event

- ☒ Website updated
 - ☒ change dates, new registration forms, pricing
- ☒ Confirm venue and announce new dates
- ☐ Market every 2 months on groups and lists

- ☐ Confirm
 - ☐ bands
 - ☐ Daniel
 - ☐ Nella
 - ☐ Wojtek & Agnieszka
 - ☐ Tomek
 - ☒ chef
- ☐ Early Birds ends
- ☐ One month before
 - ☐ Reminder email (include checklist)
 - ☐ Buy dishwasher for the palace
 - ☐ Buy big hand blender and rent the food processor from Agata
- ☐ One week before
 - ☐ Reminder email (include checklist)
 - ☐ Transfer money to chef
 - ☐ Confirm DJs
 - ☐ Confirm workshops
- ☐ Order items to venue
 - ☐ small items (earplugs, mosquito spray, pads, hygiene items, pen and paper, ibuprofene, candles etc.)
 - ☐ Bell or other alarm-bell type thing

Wednesday evening or Thursday morning

- ☐ Sound system first, to leave enough time for potential fixes
- ☐ Wine
 - ☐ 20l red wine
 - ☐ 10l white wine (e.g. Chardonnay, not Gruener Veltliner)
 - ☐ ice bags
- ☐ Prepare table with self-service
- ☐ Name tags or labels on all rooms, double check that beds are made
- ☐ Welcome signs
- ☐ Preliminary schedule is published

Thursday Evening

- ☐ Prepare reception desk and welcome snacks (bread and salt)
- ☐ Reception desk opens 6pm

- ☐ Festival starts with wine reception at 6.30pm - add some welcoming icebreaker or similar experience for newcomers (a tour to show around also during the day or dedicated person to show one by one)
- ☐ Dinner starts at 7pm
- ☐ Housekeeping info
- ☐ Double check band and DJ schedule for Thursday
- ☐ Party starts at 8pm

Friday

- ☐ Prepare all registration forms and next year announcement for Saturday's fancy dinner

Saturday

- ☐ No workshops or non-prep activities after 4pm
- ☐ Explicit 1.5h schedule slot for "preparing of fancy dinner"
- ☐ 6pm wine reception
- ☐ 6.30pm Fancy Dinner
- ☐ Polonaise
- ☐ Party
- ☐ 2am hot chocolate, sweets and coffee

Sunday

Monday

- ☐ Speaker Box
 - ☐ Pack up box with speakers and all cables
 - ☐ Cellar tape it shut with note "Open Blues - do not open"
 - ☐ Store behind main room