

(instead of black binder) File in festival file *Jill*

4:03.1

## INTRODUCTION

### THE WEST KOOTENAY WOMEN'S FESTIVAL

Thankyou for helping with this years festival! The Women's Association greatly appreciates the help of every individual who is involved in the creation and running of the festival, without your help we would not be able to boast having the oldest (?) running Women's Festival in Canada. The first festival was put together by a number of dedicated pioneers in 1974! We encourage you to help organize, iron out the rough spots, and give us suggestions, but most importantly we want you to feel good about being involved.

As you may know, the West Kootenay Women's Festival is the **major** fundraiser for the WKWA. It is vital that we acknowledge this fact when creating each years festival. The women's festival is run completely by volunteers, and it is for this reason that we are striving to reach a high level of organization which can be passed on from year to year. This is a small chapter from a 'much larger manual' which is intended to make it easier to organize festivals now and in the future. This manual is **just a guide**, it is not written in stone, nor will anyone be offended if you suggest changes to it. If something is missing add it in, if you don't like something, help us change it. Please, please, please, we want your ideas, support and help. Thankyou for getting involved and thankyou for all the work you have done and may do in the future for the WKWA.

### WORKSHOPS

The workshops should fit in with the main theme of the festival. An early meeting with the standing committee can be used to brainstorm about what particular theme the festival will have and what the workshops should focus on. An equilibrium between feminism, politics, new age and plain fun should be sought.

### DUTIES OF WORKSHOP COORDINATOR :

Below is a rough list of the duties you will be expected to perform pre, post and during the festival. Hopefully it will make your job easier. GOOD LUCK!

### **Pre Festival**

- meet with standing committee, develop focus and brainstorm on possible workshops and leaders.
- set workshop schedules (with standing committee).
- consider films.
- review recommendations from last years evaluation forms.
- check the minutes of the wrap up meeting from last year for suggestions, ideas and possible leaders and volunteers for this year.
- contact possible leaders and discuss workshop topics
- make sure that workshop leaders know that their involvement in the festival is voluntary, (ie. no one gets paid for giving a workshop) also, make it clear that there is a fee for participation in the rest of the Festival. If problems arise, please discuss resolutions with the standing committee.
- confirm leaders, find out their needs and get a small write up about each workshop for the festival brochure and other publicity.
- find alternate leaders in the event of last minute cancellations
- ensure that there are signs made up for all the workshop sites, usually these are left over from the previous year.
- make sure a legible list of all the leaders and volunteers is kept. The list should also include contact numbers and addresses.
- if preregistration or limits are requested for any workshops, pass that information on with the writeups for the brochure and arrange for what is needed regarding these requests at the festival.

### **Festival Weekend**

- make sure that all the workshop sites are well marked
  - have all the supplies etc. that the workshop leaders have requested ready to be used
  - meet all leaders on site, welcome them and provide them with workshop/festival information.
  - after workshops, try to connect with the leaders and discuss how their particular workshop went.
  - verbally thank all workshop leaders and volunteers
  - sunday afternoon - ensure that all workshop sites are clean, and signs are taken down and stored for next year
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### **Post Festival**

- ensure that everyone who helped receives a written thank you on behalf of the festival
- write a short report on how you felt the workshops went. Please include any ideas, concerns etc. of your own and those of others who have voiced any to you.
- append to this booklet :
  1. the report you have written
  2. the list of names/numbers/addresses of leaders and volunteers
  3. all other information you feel may be helpful in creating a wonderful stressless festival in the future (including suggested changes to this manual)

### **GENERAL NOTES REGARDING THE WORKSHOPS**

As the workshop co-ordinator you will have to work closely with other festival co-ordinators. There will be deadlines to meet regarding workshop finalisations and write ups for the brochures and other publicity. It is your responsibility to be in contact with the person(s) in charge of these, as well as, relaying all relevant information to the standing committee. Please feel free to come to any or all of the festival meetings, your input will be greatly appreciated.

OVERALL ORGANIZATION (PERHAPS BY STANDING COMMITTEE)

- 1) Make a firm decision on the date of the festival EARLY
- 2) Establish a project timeline - a list with clearly identified areas of responsibility along with the people to complete these tasks.
- 3) Decide on the THEME of the festival
- 4) Update all mailing, publicity and donor lists.
- 5) Establish site rules
- 6) Set site visit for detailed site logistics.

Responsibilities :

- 1) Welcoming Friday Night, Early Saturday, Later Saturday
- 2) Use some method to encourage people to get to know each other
- 3) Provide information to MC

FIRST AID

NEEDS A HIGHLY VISIBLE LOCATION,  
volunteers with F.A. certificates  
- need bee sting kit

~~MASTER~~  
<sup>Ms.</sup> MASTER OF CEREMONIES

Must be well informed, list of information to convey should include, First Aid location, Thankyous to volunteers, workshop leaders, child care workers, kitchen & food workers, sound tech workers, musicians, stage, organisers, door, security etc.  
Information on evaluation forms, information sheet, any rules, identify organisers

**baby backpacks**  
**open stage at craft fair - acoustic**  
**possibility of privatising some food areas**  
**house committee - cake auction**

GROUND MAINTANACE AND PREPARATION

need an on-site crew to empty garbage, clean up, keep unsafe areas flagged off, keep outhouses supplied with t.p. •  
warning of bare feet.  
-Arrange for porta jane rentals early (TROWLEX)  
-Arrange some wash up facilities near out houses

FIRST AID

- Has to be marked very well

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FOOD - WORK WITH FOOD ORGANIZER FOR FESTIVAL  
ENTERTAINMENT  
VOLUNTEERS  
CRAFT SUPPLIES

SECURITY  
VOLUNTEERS WELL INFORMED

FIRST AID  
TENT  
KIT

CRAFT FAIR  
SET UP OF TARPS/TENTS  
ORGANIZATION OF VENDORS

WORKSHOPS  
ORGANIZATION  
SUMMARIES FOR BROCHURE

ONSITE CHILDCARE

CHILDREN'S FESTIVAL

COMPLAINTS & COMPLIMENTS

LUNCHES

PARKING

FINANCES  
BUDGET  
CHEQUES  
FLOATS  
REPORT

SITE PREP / MAINTAINACE  
LAYOUT  
CAMPING  
SANITATION  
MOW FIELD  
PORTA JANES  
COMMODE  
FIRE PIT / WOOD

PRE KITCHEN CLEAN  
SIGNAGE ON SITE AND OFF  
GROUNDS CLEAN UP  
FRIDAY SET UP  
'INFO BOARD'  
SIGNAGE TO SITE  
SIGNAGE AT SITE  
TIPIS/TENTS  
FIRST AID  
DRUMMING

AREAS WHICH WILL NEED TO BE ORGANIZED

OVERALL ORGANIZATION

DATES/THEME  
SCHEDULES  
HALL RENTAL  
WELCOMING  
BROCHURE CREATION  
FESTIVAL INFORMATION & GUIDELINES SHEET  
REGISTRATION/WORKTRADE/FEES INFORMATION  
DOOR PRIZES  
EVALUATION SHEET

OFFICE/PAPERWORK

COMPUTER UPDATING  
PHOTOCOPYING  
MAIL OUTS  
POSTERING  
MAPS, OF SITE & HOW TO GET THERE  
(FOR KIDS FEST TOO)

FUNDRAISERS

SILENT AUCTION  
RAFFLES  
50/50 DRAWS

FOOD

PHONING - POTLUCK  
SAT BREAKFAST  
SUN BREAKFAST  
SAT POTLUCK  
PLANNING  
PURCHASING  
SNACKS  
CLEANUP

PUBLICITY

ADVERTISEMENTS  
PRESS RELEASES  
MEDIA  
THANKYOUS

DISHES

GETTING DISHES TO SITE  
COOP - CUPS  
ST. PAULS CHURCH - DISHES  
ORGAINIZING DISH WASHING

CLEANUP AFTER DANCE

CHILDREN'S FESTIVAL

LOCATION BOOKING/SETUP  
BROCHURE

HEALING  
SOBRIETY  
CHILDCARE

WOMEN CENTRE PREP (map on door, other info)

VOLUNTEER COORDINATOR  
VOLUNTEER SCHEDULE  
POSSIBLE CAR POOLING/RIDES

REGISTRATION/DOOR

ENTERTAINMENT  
PERFORMERS  
MC  
LIVE BAND & DANCE DJ  
SOUND

T SHIRTS  
DESIGN  
PURCHASE  
SELLING

DONATIONS

SUNDAY CLEANUP

## Subcommittees

### Scheduling / Organising

- go through last years left overs and make sure appropriate people get appropriate supplies
- Welcome - more than one
- closing
- get to know you exercise
- info to MC
- announcement of important info (first aid etc)
- time watcher
- identification of organisers
- workshop and stage schedules
- buddy system?
- vcr/movies
- info exchange table
- brochure needs info re Sobriety Tipi
- 50/50
- t-shirts
- inform centre staff - with minutes etc
- clear on water
- student involvement
- showers ?
- brochures early
- lists of resource people in community

### Entertainment

- skits, clowns, comedians, children's entertainment
- review recommendations
- draw up a schedule
- collect names of entertainers
- contact and confirm
- provide information to P.R. committee
- confirm final details
- meet at site, assist with set up, tear down
- prepare list for thankyou's and give to P.R. committee
- post schedule in whole, along with free spaces

### Registration/Door

The registration desk will be an important location to festival comers. It is the place women will go to look for information. It should include a site map

- chart of activities
- proof of paid entry
- info with rules and guidelines
- day-care info
- Potluck and Eating system
- WKWA memberships

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CRAFT FAIR :

Call Ann  
DATA BASE :

CHILDCARE

- Plan, organise and set up the site (ie. tents, snowfence, tarps etc.)
- Organise volunteers.

In recent years the onsite childcare space has been behind the Whole, roped off with a snowfence and covered with large tarps. At least one tent should be set up in this area; two would be better ( one for naps, and one for play).

- 1) Have an agreement form with important information on it for the caregiver to sign. Clearly indicate evens and limits of responsibility, as well as when childcare begins and ends.
- 2) Ensure that there is enough volunteers to work through the entire weekend without stretching anyone to their limit.
- 3) Perhaps set up a list of organised events and encourage moms to participate, or get moms to donate at least one hour of help and/or entertainment.
- 4) Could organise some sort of 'show' that the kids could do at Sunday stage.
- 5) Could organise a workshop for the kids.
- 6) Be prepared for rain

Diapers

Diaper Pails

'Potties'

Pillows

Blankets

Foamies

Toys

Arts and Crafts materials

Balls

Small on site first aid kit

CHILDREN'S FESTIVAL

- Receive budget from core festival committee

Contacts : Michelle Buck

Sobriety Tipi - meetings, and AA information

## CRAFT FAIR

- Organisation of vendors
- Set up of tent/tarps
- Take down and Clean up
- Up date of lists

## Typical Yearly Schedule

### August

- Festival
- Send out thank-yous
- follow up meeting

### September

- finish finances, report to C.C.
- overall evaluation, make recommendation list for future committees
- form standing committee

### October-January

- set focus/theme for next festival
- start to recruit volunteers for various tasks
- book site
- prepare budget
- begin forming committees
- start P.R.

### February - March

- workshops and entertainment plans complete
- posters and brochures started

### April - May

- craft fair vendors confirmed
- posters and brochures out

### June

- solicit donations

### July

- press releases out
- site prep

### August

- festival

We need to consider having more than the 'four' outhouses in the past, also more wash stations.

There also is the possibility of extending the weekend from Friday noon (or so) to Sunday p.m. This would allow more workshops, and opportunity for more performers, possibly an open stage segment.

CHILDCARE FOR SAT NITE - Perhaps some form of childcare for mothers attending the dance could be organised by those women. Downstairs, or in a tent on site. This could be advertised before the festival.

#### PARKING

Parking area for women with disabilities should be available.  
-define sites of where vans/campers can park, use stakes and marker ribbon.  
-be friendly and welcoming and ask what category they fit into. Have list available, quiet tent, noisy tent, any boys over 6 tent, disabled, craft unloading, vans/campers, other and direct them.  
-angle parking works well

Make sure women sign up or one hour volunteer shift.  
Possible that registration may work better outside.

Parking volunteers are needed most of the weekend, esp. Friday night, sat, sun mornings and during the dance. It has worked well in the past that security volunteers doubled as parking volunteers, but this does not work during the dance you need both.

Saturday night parking person is very important

#### COMPLIMENTS & COMPLAINTS

The person who does this job must be highly visible, in the past wearing a sign which is large and legible worked well. It is important to give women the option of dealing directly with a real person or being able to drop a note into something like a suggestion box. Walking around the grounds is important. Women need to be informed about this option, perhaps by announcements, or on information sheet. Also organisers that receive complaints should also inform the women the option of writing it down.  
Important not to dwell on complaints, tell us what we are doing well.

Difficulty - People didn't know the person existed

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## FOOD

- check what WKWA has
- review recommendations
- receive budget
- prepare menus
- organise volunteers
- research costs/possible donations
- secure volunteers to cook/serve/clean up
- receive information from pre registration on volunteers
- set up work schedule
- check out what is available at the hall a few weeks in advance.
- shop
- need volunteer for potluck phoning
- arrange water, and ice and large containers/coolers
- set up
- arrange for transport to site
- submit list of volunteers for thankyou's to P.R. committee
- have someone available for emergency runs during weekend

Ask people to bring own dishes & utensils

### MENU'S : SNACKS

Fruit  
Veggies  
Dip -yoghurt and spice  
Bread/crackers/rice cakes  
Tahini  
Peanut butter  
Honey  
Margarine  
Nuts  
Raisins  
Corn Chips  
Juice  
Coffee  
Tea, Herbal & Black  
Sugar  
Nutrisweet  
Canned Milk

Left over muffins on Sunday  
Left over potluck goodies on Sunday

### ON SITE Child Care

Veggies  
Fruit  
Pita Bread  
Rice Cakes

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Camping - where, choosing sites, water, toilets, designated area for boy children, campfires, no power hook-ups

workshops - how to sign up, pre-registration, for pamphlet, where are signup sheets

childcare - little kids onsite - responsibilities of moms, offsite explanation, transportation to and from

parking - where is it, out front and along one side of the road, restricted areas, times, directly in front of building, differently-abled access, ramp and lift location.

Meals - included in price? sat/sun fundraiser lunches how much, potluck on Saturday (salad that feeds how many) , dietary needs, snacks

Newcomers - tea party, when what where, buddy board, name tags

Information exchange area

poster schools

invitation to founding members

pre registered/paid list at door

an 'orphan patrol' to greet and meet people alone or hanging on the fringes

craft connection membership for craft fair

joan webb, gillian browning - film - women and poverty in the Kootenays

puppet making

student price

contact high schools for volunteers

popcorn - buckets

rootbeer floats

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list of stationary item Pens/Pencils/Paper required

- ruler
- scissors
- knives
- crayons
- whiteout
- stapler
- scotch tape
- masking tape
- duct tape
- thumb tacks
- scrap paper
- proof of payment supplies
- felt pens
- tickets for 50/50

women centre staff - set up info spot about WKWA, display

#### VOLUNTEERS

on site volunteers : ask me people, security people,  
complaint/complements (problem solver)

Friday Set-up Co-ordinator  
list of things to do  
set-up and layout  
volunteer organisation  
specific job list

Need More Welcomers

registration - Friday night, Saturday day, night, Sunday morning

sign maintenance

food cleanup sat breakfast, lunch, dinner, dance  
potluck set up, snacks  
sun breakfast, lunch

ASWAC  
box 1573  
Edmonton Alberta  
t5j 2n7

women's programs  
1045 howe st  
Vancouver bc

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#### NOTICES AND SIGNS

- have an accurate map with sign locations designated to accompany the map.
- road signs need to be a good size and checked regularly, they seem to disappear very quickly.
- signs are needed down from Winlaw as well as up from the junction.

#### List of Notices and Signs Required

Road (lots)  
Lost and Found  
Schedules  
Workshop Areas  
Welcome  
No Dogs  
First Aid Area  
Registration  
Camping Areas  
Volunteer tasks

On the map of the site, make sure that water (drinking, washing), craft fair (and hours?), toilets, sobriety tent (hours), teepees/workshop spaces, recreation/Frisbee areas are all marked.

Many of these signs already exist, search through the festival stuff in the basement to find out what you do and do not need.

#### VOLUNTEER COORDINATOR

Keep up to date on what each volunteer is doing  
Ensure each volunteer is given clear tasks to be done and when it should be completed

#### FIRST AID

Need awareness of where the first aid area is.

- bee sting kit
  - basic first aid kit,
  - lots of elastoplast bandages
  - food poisoning antidote ?
  - clean blanket/sheet
  - set of towels
  - sanitary napkins
  - acetaminophen bottle
-

#### COMPUTER PERSON

- must be able to use dbase and WP
- all of the files are on the women centre computer in the festival directory
- update, print out and deliver all lists (ie. workshop possibilities, craft fair vendors, volunteers, mailing lists, media etc.)
- update, printout and deliver the information sheet, evaluation forms
- update all forms and give to appropriate people

#### SITE MAINTENANCE AND PREPARTION

- layout
- camping
- sanitation
- clean hall and site before and after festival
- set up inside (tables etc)
- set up outside (tents, tipi, portajanes, washing facilities)
- decorate hall
- rope off danger areas
- garbage cans
- cans for butts
- no parking signs
- signage - use old
- large map
- mark workshop areas
- mark camping areas
- lime outhouses
- cut grass in field and camping areas
- TARPS
- preclean (decorate?) outhouses and lime
- provide wash-up station outside of outhouses
- get toilet paper from food committee
- purchase a bag of lime

#### FINANCE

- know signers for account
- prepare an overall festival budget
- keep track of all money in and money out
- floats for door, food sales, t-shirts, other?
- gather money throughout weekend
- provide safe lock up of cash
- provide cash boxes
- count, deposit and prepare financial report for September

MC

- announce first aid
- ensure proper thankyou's are given to festival workers during the stage times.
- get acquainted
- possible group sing

kiteflying

FOOD

- review recommendations
- receive budget
- prepare menus
- organise volunteers
- research costs/possible donations
- secure volunteers to cook/serve/clean up
- receive information from pre registration on volunteers
- set up work schedule
- check out what is available at the hall a few weeks in advance.
- shop
- need volunteer for potluck phoning
- arrange water, and ice and large containers/coolers
- set up
- arrange for transport to site
- submit list of volunteers for thankyou's to P.R. committee
- have someone available for emergency runs during weekend

PUBLICITY

- one idea on postering is to do two sets for local release, one in June announcing the festival, then one in July giving more details.
- updated addresses of media and women centres should be available
- mailout press releases and/or posters/brochures to those addresses
- mailout to out of town women interested - if requested that year, must keep getting updated list from women centre staff of women who have called the centre and made requests.
- press releases in the local and alternate newspapers, also articles written on the event as well.
- posting of posters

Press Releases to

NDN	Daybreak	Express	Shaw Cable
Pennywise	Valley Voice	Castlegar News	Trail times



# FOOD

Crackers  
Peanut Butter  
Tahini  
Juice  
Soy Milk  
Rice Milk  
Cows Milk

## MENU'S BREAKFAST

Oatmeal  
Granola  
Cold Cereal Flakes  
Yoghurt  
Raisins  
Fruit  
Nuts  
Maple Syrup  
Honey  
Brown Sugar  
Nutrisweet  
Coffee  
Herb Tea  
Black Tea  
Juice  
Cow's Milk 2%  
Soy Milk  
Rice Milk  
Canned Milk  
Muffins  
Toast/Bread  
Eggs - Hard boiled  
Margarine  
Butter  
Peanut Butter  
Tahini  
Jam  
Inka or other coffee substitute

## EQUIPMENT NEEDED

2 Fridges OR 15-20 Coolers and ice  
Use of Freezers nearby to store ice  
Garbage Cans  
Coolers  
Butt Buckets  
Compost Buckets in kitchen & outside  
Dish washing tubs/trays/lines/pegs  
Water set up outside  
2 large coffee urns  
2 double toasters  
100 place settings, juice glasses, dishes, cutlery  
Bowls

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Napkins, paper towels  
10 Aprons  
tea towels/cloths/rags  
Salt & Pepper shakers  
Teapot 203 small & 1 very Large  
2-3 kettles  
20 serving spoons  
5 Serving bowls (large)  
Cutting knives  
Large pot for oatmeal/breakfast, punch/sat night dance  
water Jugs - 6 at least or 1 tank  
5 recycling bins - paper, plastic, Alum cans, Steel cans, Glass  
3 warming platters for potluck (works great)  
Emergency Paper/plastic plates, cups, cutlery  
Coffee cups - Coop

#### FOOD SHOPPING LISTS

4 Kg Oats - Quick Cooking (8-10 cups)  
4 Kg Granola - Two different kinds  
2 Large (Bulk Bags) Cold Cereal Flakes (Ellisons or Coop)  
8 500g yoghurt - Plain non gelatine/non sugar  
2 lbs Raisins  
2 lbs Nuts  
Fruit - Apples, bananas, oranges --> 1 case each  
2 watermelon, cantaloupe/honeydew 3 each  
1/2 litre maple Syrup for oatmeal  
2 Litres Honey  
2x2Kg Bags Brown Sugar  
1 very small box Nutrisweet  
20 lbs Coffee  
6 boxes Herbal Tea (mint, chamomile, liquorice spice, red zinger,  
lemon, almond)  
100 bags of Black Tea  
8 Cases Juice - 3 Apple, 3 Orange, 1 Grapefruit, 1 Mixed  
8-10 2 Litre Cows Milk 2%  
4 Soy Milk plain  
2 Rice Milk plain  
22 Canned Milk  
9 Dozen Muffins (3 dozen go to off site kids)  
Bread - 4 spelt (coop), and 10 long wheat (Johnny's)  
50 Dinner rolls  
2 boxes Stoned wheat thins  
6 Rice Cakes  
8 dozen eggs (for hard boiled)  
1 tub margarine (large canoline from coop 1 gal)  
1 lb Butter salted  
Salt & Pepper  
1 kg Peanut Butter  
1 Kg Tahini  
4 Small Jam  
2 Packages Pita Bread (kids on site)  
3 bags Corn chips

Spices for Veggie Dips  
Veggies - 10lbs carrots, 3 bunches celery, 7 large cukes, 2  
broccoli, 2 cauliflower.  
2 large Salad Dressing (1 dairy, 1 non dairy)  
Dish soap Biodegradable  
Hand Soap  
Bleach for Dishwater and Diaper Area on site Kids - Non Cl at Coop  
3 pairs Rubber Gloves  
8 Scrubby Pads- yellow plastic & green squares  
1 roll masking tape  
2 permanent markers  
50 rolls of Toilet Paper  
6 rolls Paper Towel

Cleaning  
1 small bottle vinegar  
1 small box baking soda  
Aluminium foil  
saran wrap  
40 Garbage bags  
Napkins  
Paper Plates 100 + plastic utensils just in case

punch for sat night  
6 x 2 Litre Soda water  
12 cans Frozen Juice

OFF SITE - MICHELLE

Contact People for Ordering/Donations

Johnnies Bakery : Werner or Deb 354-4428  
Dairyland : Sandy, office person, Ron Varley Manager  
Ellisons : Barry  
Kootenay Baker : Len  
Kooteny Coop :  
Slocan Coop :  
Overwaitea :  
SuperValue  
Safeway

MENU'S POTLUCK

2 Dairy Lasagne  
2 Non Dairy Lasagne  
2 Potato Salads  
3 Pasta Salads  
2 Green Salads  
2 Coleslaw  
2 Vegetarian Chili  
1 Large pot of Rice (for chili)

50 Dinner Rolls

PLUS at least 6 more Hot Protein Type Dishes

Suggestions : Shepherds Pie, Casseroles, Scalloped potatoes, moussaka, curried lentil/bean etc.

comments about pot luck :

Women bring salads and bread/buns in abundance. Pre arranged desserts dishes would be great. All the above dishes are "huge" size and are prepared/donated by WKWA members. Women should be reminded to label their dishes and serving utensils, to BRING serving utensils and to make a small label listing ingredients so that allergies can be accommodated. The donators should be reminded that heating and refrigeration space are limited so if they can bring them hot from their home or just before the pot luck that would be great.

We need at least 6 labelled tables/areas for potluck

2 dairy (and/or Meat Tables)

1 Non Dairy

1 Dessert

1 Drinks, coffee tea etc

1 for cutlery, plates, napkins, condiments bread.

Tables for the potluck need to be pre arranged, they get used for craft area, dish washing etc and need to be set up an hour before dinner in the kitchen/serving area.

RE Desserts - If a group or individual who would be willing to have a concession with delectable sweet treats, good coffee, juice bar etc for the thy Sat night dance I think it would make a lot of women happy. It would lessen the load for the kitchen/cleanup volunteers.

Kitchen has to be cleaned after the dance before breakfast otherwise it is too hard to get breakfast going.

Drinking water is a pain, if there is anyway of getting a large tank full of water set up/delivered that would be great. It is too hard to find volunteers to do water runs, if not then a volunteer especially for this task is needed.

Prior to the festival the kitchen needs to be cleaned, stove/oven, fridge, counters etc in preparation for the food to come in. Kitchen equipment needs to be inventoried at least 2 weeks prior to festival so we know what we need to find, this needs to happen at the Whole and the women's centre.

To make the FOOD section more manageable it could be broken down into 5 sections.

1. Potluck Dinner - Organising women to bring specific dishes  
-Actual Supervision of food delivery and dinner

2. Breakfasts & Snacks - Preparation, serving & supervision
3. Donations, Shopping, Fund raiser Lunch, Sat Night Concession
  - begging & supervise pick ups
  - shopping supervision/decisions where to get what
  - organising who will do the lunches/concession and making sure they have what they need at the festival itself.
  - supervising the transportation to the whole
  - women who shop should also transport food to the site since transferring food wastes time & energy.
4. Dishwashing, Compost, Recycling, Water
  - organising, setting up, supervision, making signs for dishwashing and recycling
  - compost organising, set-up and supervision, signage, where it gets dumped, that it gets dumped.
  - water supervision of levels/supply, water runs throughout the weekend, or finding the tank
5. Volunteer & Equipment Organising
  - women to work over the weekend, help transport food and equipment, cleanup
  - women to make ice, collect coolers and ice for the weekend, including Friday night, find 2 extra fridges and have them delivered, set-up.
  - Inventory kitchen at whole then find label and deliver all other necessary utensils, dishes, coffee paraphernalia, warming plates for potluck etc. Get all this to the whole and RETURN IT AFTER THE FESTIVAL !

Women working on the food committee could meet on there own so that food details don't take up too much of regular festival meetings.

Ideally woman #5 would be able to hand lists of women and phone numbers to the women in charge of donations, shopping, potluck, who in turn could do the calling etc.

Donations need to happen far in advance, it makes it easier to organise shopping, ordering and make wise money decisions.  
\*need to apply to Kootenay Co-op and Dairyland in previous year.

Positive Promo about the women's festival, WKWA, women's Centre about the things we do in and for the community in local

newspapers may help to get donations. The person who does the begging needs to be informed, prepared to handle things which may arise (ie. why are men not allowed, etc)

Thankyous MUST be sent out, and/or written up in one of the papers.

Dairyland Cares For Kids Program is a new program (they don't do straight donations to regular organisations for adults anymore) they could possibly make a straight donation for the Children's Festival (off site and on). Contact Ron Varley or Sandy. We would need to apply many months before the festival.

Some orders need to be placed several days in advance ie. bakery, Dairyland, Ellisons.

#### CHILDREN'S FESTIVALS

There needs to be communication between onsite/offsite and main site organisers. Children's allergies must be taken care of. Also one person should take responsibility for shopping, transport, storage, delivery, for the offsite festival, this really simplifies things.

Food was stored in the basement of the whole, it worked well to separate it into main area's that were labelled, ie breakfasts, snacks, potluck contributions, diary, non dairy, desserts etc.

Kitchen needs - extension cords, markers, tape, cleaning supplies, toilet paper, paper towel on grocery lists.  
Food warmers for the potluck were great

Advertising has to start early (May/June), perhaps the following years festival dates could be set at this years wrap up meeting, along with the date for the first meeting for next years.

Make sure there is clarification around work trades. We really need to push the need for volunteers to make the festival happen.  
Work trades are only for those who truly need it.

Prioritising the 1 hr work shift needs to done, areas such as childcare, kitchen help, etc.

**NOTES REGARDING WORKSHOPS FOR 1995 FESTIVAL AS DISCUSSED WITH THE  
STANDING COMMITTEE Jan 24th, 1995**

Present at meeting

**Standing Committee :** Penny Ruvinski, Louisa Robinson, Ann Alma  
Charla Beaulieu, Moe Lyons

**Guests :** Sally Mckenzie, Rita Moir, Carol Ross, Deb Thomas

It seems there have been complaints about having the 'same old workshops' year after year. We decided that we would not have the GAY AND STRAIGHT, NEWCOMERS TEAPARTY, MENOPAUSE, or ENVIRONMENTAL workshops this year.

Having the workshops focus around Kootenay women, and going back to the 'basics' was discussed. Local issues, local concerns, being more general, making alliances, and drawing on internal strengths of the Kootenays were deemed important. It was also decided that a link to Grandforks, and Creston should be sought. Suggestions for workshop topics and leaders were as follows:

Clay Sculpting - Sandy  
Set Up Weaving ie. Tree Loom  
Singing - Beth  
Massage - Christine Sutherland  
Making Things  
Recipe - Publish cookbook, bring dish and recipe  
Sushi making  
Wine Making  
Weaving - Kathy Knight  
Rebalancing - Menla  
Meditation  
Log Burling (?)  
Felt Making  
Feminists raising sons - Is it different?  
Jewellery Making  
Old women - Doris Kaplan, Kathleen Shannon  
Story Telling  
Bicycle/Motorcycle Maintenance  
Eating Disorders  
Body Images  
How to Support Yourself  
Festival Bard - Heather Fisher, Li?? Lee  
Worm Composting - Susan Smyth  
Recycling Found Art - Carol Ross  
Women's Health Issues  
Guatemalan Women in Kaslo  
Safe Sex - Ankors - Karen Murhead

Midwifery - Suzzane, Gace, Dianne, Roz  
Claudette Burton  
Planning - Judy Mcpherson  
New Denver - Ruby Truly - Marie  
Heterosexuality  
Dealing with Death/Dying  
Empty Nest  
Writing - Vi Plotnikoff  
Burning of Arms - Vi and Natalie Voykin  
Voice of Women - Older women for peace - Helen Stevenson,  
Betty Daniel  
Arrow Lakes History - Marylin James  
Political Organizing  
Conflict in Community  
Native Customs - Marylin James, Roz  
Cultural Appropriation/Honouring the Past  
Recording a 1995 Festival Tape - Bo

Getting in touch with the different cultures to find out what  
their central concerns are and what they would like to speak about  
was also suggested.

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### **Past Workshops and Workshops Ideas For the Future**

- Theatre
- Health Issues
- Meditation, tarot cards
- Poetry
- Co-parenting
- A Short History of Feminism, old and new
- Sexual Abuse Survivors and Others
- Self Esteem
- Gay and Straight Dichotomy
- Juggling
- Writing Our Stories
- Reiki : The Usui System of Natural Healing
- Unlearning Racism
- Newcomer's Tea Party
- Painting with the Entire Body
- Defending Ourselves : Wen Li Do
- Women and Environmental Issues
- Health & Truth over 40
- It Matters Who Makes It (Film making)
- Drumming
- Some Alternative Health Approaches for Women
- First Nations Women and Families
- Face Painting
- Feeding Ourselves : Running a Small Farm
- Goddess Circle Dances
- Images Ad Hoc Singers
- Astrology
- Singing, Medicine Drum
- CPR
- Interconnections : Women, Community, Earth
- Recovering Catholic Workshop
- Herb Walk
- Growing Old Together - Long Term Lesbian Relationships
- Cooperative Land Use
- Menopause
- Toning the Natural Voice
- Birthing in Nicaragua
- What does it mean to be a woman
- Yoga & massage
- Erotica
- Happy Hookers (rug making)
- Loving Boldly - Bisexuality
- Peace
- Artificial Insemination
- 3rd World
- Women & Witch craft
- Women in Prison
- Composting
- Lesbians and Aids
- Reproductive Rights