

## VCV Event ticket procedures

The VCV events (day trips and theatre visits) are advertised in the monthly Newsletter, on the website and at the event tables at our monthly meetings. Lists play an important part in the organising of events and in ensuring that the members have the opportunity to take part in them. There are three listing procedures:

1. **Interest lists.** These are available for members to sign if they are interested in a possible future event. Signing does not mean that you are committed to purchasing a ticket or that you are guaranteed a ticket. These lists are there to establish if a projected event would be of interest to enough members and therefore worth organizing. Hopefully only those with a genuine interest will sign such a list.
2. **Booking lists.** This is a record of those who have paid for an event either at the meeting or by delivering payment by cheque to the organiser.
3. **Waiting lists.** This is available to record the details of those who were unable to purchase a ticket because the quota available had been sold. The details are recorded in sequence so that a failure to purchase a ticket gets the appropriate priority. It is worth being on a waiting list as members with tickets are sometimes unable to attend and their ticket is offered to the next person on the list by the organizer.

There is often a rush to obtain tickets for some theatre visits if the show is a popular one. The organiser has to move fast to obtain 50+ tickets (ie a coach load) as there is competition for these seats which are generally mid-week matinees. To add to the need for swift action the theatres are often making the availability of tickets subject to a tight timescale for block payment by the VCV. It is for these reasons that a Theatre Goers Group was set up open to all interested members. The group receives emails advertising a prospective theatre visit or confirming when tickets are up for sale. To join the group, please email the group leader using the contact on the Group page. Those going on theatre visits will also be given a reminder slip showing the travel details (such as the coach departure time) as it is important to arrive at the venue well before the performance commences.

The organiser for theatre trips is on the Theatre Goers Group page; the organiser for day trips is on the Trips Group page and the committee member coordinating the overall events programme is the committee member with that role. Use the Contact Us page to email the current incumbent.

The advice is to keep an eye on the events being advertised and to act quickly to obtain a ticket. Also to make a note in your diary that you have bought a ticket; it is surprising how often a member forgets that they have purchased a ticket or assume that they have when all they did was to sign an interest list. This makes additional work for the organizer.

If, after you've booked, you find that you are unable to go on an event, please contact the organizer at the earliest opportunity. If there is a waiting list, you may be able to sell your ticket to another member. Please remember that VCV cannot normally give a refund on any unused tickets. However, if we are able to reduce or avoid any payments to the provider of any component of the event (eg: a venue that charges based on the number attending on the day), we will pass that saving on to the member who was unable to attend. Unfortunately, most of our providers (eg: theatres and coach companies) do not operate on this basis.

**The Events team**