

**EVENT COORDINATOR'S REPORT  
FOR RAMM  
DATE: 02/05/2020**

The logo for Sweet Adelines New Zealand is located in the top right corner. It features a maroon square with the text "sweet adelines" in white, lowercase letters, and "new zealand" in a smaller, white, lowercase font below it. The square is layered over a background of overlapping blue and yellow geometric shapes.

**sweet  
adelines**  
new zealand

As Events Coordinator (non-convention), I have been working with the Education Coordinator over the past 12 months to organize and deliver a number of different workshops and topics:

**August 2019**

**Leadership workshop** - Lead by faculty member Trish Veen – administrative leaders in choruses came together for a day workshop

**October 2019**

**Vickie Maybury “The Power Within”** – I helped organise and event manage this workshop, with over 50 participants in Wellington.

**September & November 2019**

**One Day Workshops – lead by our education faculty** – We had over 150 participants across the three workshops held in Whangarei, Auckland and Mosgiel.

I managed the registrations, liaised with participants and event managed the Auckland workshop, as well as facilitating the feedback surveys from the events.

Thank you to all the choruses and quartets who assisted with catering for the workshops over the past 12 months and to members who have provided assistance and knowledge regarding possible venues for workshops.

**Other items**

I assisted the Education Coordinator with the annual Education Survey.

I additionally served as Communications Coordinator in mid-November- end of December 2019 while Nic Giles was on a well-deserved holiday.

Unfortunately the Education Coordinator and I had begun planning the August Donya Metzger workshop and the November Betty Clipman workshop – now due to COVID and the fact that our facilitators will unlikely be able to travel to New Zealand, these have been cancelled and refunds are being processed for those who had registered.

Much of my role is done via email. Please do get in touch if there is ever anything you would like to know more about the role or how we organize workshops.

[eventsnonconvention@sweetadelines.co.nz](mailto:eventsnonconvention@sweetadelines.co.nz)

**Sarah Bennett**  
**Event's Coordinator (Non-convention)**