

Community Training Offers

The following training/workshop opportunities are funded by the National Lottery Community Fund and form part of the Collaborative City #LoveCoventry Programme

www.coventry2021.co.uk/news/love-coventry

HOW TO PUT ON LIVE EVENTS

Delivered by CUSU

ABOUT THE COURSE

Do you put on live events for your community? Would you like to develop your knowledge in planning events in Coventry?

Join a free course led by Coventry University Student Union that gives a comprehensive overview of planning events for people of all experience. Whether you'd like to put on your first event or if you'd like to brush up on your knowledge, this course is for you!

Held over the course of two sessions, this training is for new and existing event organisers in Coventry to learn new guidance and advice or to enhance and add value to their existing knowledge. Summarising responsibilities, processes, and sustainable considerations when planning and managing live events, with key local contacts and information resources.

The course will include sections on:

- Your Responsibilities and Your Team
- Risk Assessments (with notes on COVID-19 implications)
- Access and Inclusivity in the Creative Planning
- Venues, Licensing and Permissions
- Local Authorities and Emergency Services
- Debriefs, Reporting and Sustainable Management

ABOUT THE TRAINER

This training has been designed by the Coventry City of Culture Trust Production Team and Coventry University Students Union and is delivered by the CUSU team.

TIMES

This training is approx. 7 hours total. Held over the course of 2 sessions across consecutive weeks, sessions will be approx. 3.5 hours each (with breaks) and participants must be able to attend both.

WHERE

We are currently offering this training via Zoom, with the option of in-person sessions later this year.

COST

Free of Charge. The Trust will cover full cost of the training per person.

FAQ

Spaces are first come, first served and each round is capped at 15 participants.

INTRODUCTION TO AUDIENCE DEVELOPMENT

Delivered by Hardish Virk

ABOUT THE TRAINING

- Do you want to learn about community engagement when developing new audiences?
- Do you want to be even better at what you already do?

A free Audience Development course led by Hardish Virk.

This training will build on existing experience and skills of participants in addition to learning new information. Advice will be given on best ways of promoting community events as well as learning about good practise in relation to audience development campaigns.

ABOUT THE TRAINER

Hardish began his professional career in arts marketing and audience development over 30 years ago and has since worked with dance, music, theatre, festivals, visual arts, cinema, fashion, clubs, museums and heritage organisations and artists in the UK and Europe.

Hardish has also worked with voluntary organisations, health service providers and educational institutions on community engagement, leading on delivery and acting as an advisor. Further information:

hardishvirk.com

TIMES

This training is approx. 2 hours total and consists of one session.

WHERE

We are currently offering this training via Zoom, with the option of in-person sessions later this year.

COST

Free of Charge. The Trust will cover full cost of the training per person.

FAQ

Spaces are first come, first served and each round is capped at 15 participants.

BID WRITING AND BUDGETING WORKSHOPS

Delivered by Laura Drane

ABOUT THE TRAINING

A free Bid Writing and Budgeting course, delivered by Laura Drane. Held over the duration of three sessions, the training will focus on the following areas:

Introduction To Funding Your Project: x2 sessions

Do you have a specific project you want to develop? Want to learn more about different funding sources? Need help on how to write proposals or funding application forms? If so this is the course for you!

This workshop is for anyone working in the creative industries whether you're a producer, musician, artist, actor, writer etc. who is interested in developing their projects but does not have experience of doing this. You will learn about different sources of funding, ways of finding funding towards a project and learn

elementary skills required for writing proposals. No prior knowledge required. It will be useful if you can come along with a project/idea in mind but this isn't essential.

Introduction To Budgeting Your Creative Project: x1 session

This session is a companion to Laura's successful 'Funding your Project' workshop. There is no prior knowledge required for this workshop. Anyone working in the creative industries (e.g. event organiser, musician, producer, community volunteer) who is interested in developing skills and confidence around budgeting. Suitable for individuals and small and/or project funded companies.

Are you planning or fundraising for a project? Do you need to build a budget to support its development? Want to know how to use a budget to communicate your plans to potential partners or funders? If so, this is the workshop for you!

ABOUT THE TRAINER

Laura is an experienced bid writer and fundraiser, having brought in sums from a few hundred pounds to a few hundred thousand pounds for arts and cultural events and programmes over the last twenty years. Her background and work still rests in creative producing of festivals, events and tours, and so this training is rooted in her learned experience of having to raise funds.

TIMES

This training is approx. 9 hours total. Held over the course of 3 sessions across consecutive weeks, sessions will be approx. 3 hours each (with breaks) and participants must be able to attend all 3.

WHERE

We are currently offering this training via Zoom, with the option of in-person sessions later this year.

COST

Free of Charge. The Trust will cover full cost of the training per person.

FAQ

Spaces are first come, first served and each round is capped at 20 participants.
