

## APCH Booking Procedures

Enquiries and bookings are made through the APCH Booking Officer, who can be contacted on [apchbookingofficer@gmail.com](mailto:apchbookingofficer@gmail.com). All finalized bookings will receive a confirmation email. When contacting the Booking Officer, please specify the member group (and sub-group if applicable), the date, booking period and room required (ie main hall, studio or office).

Since most APCH member groups have regular bookings it may not always be possible for ad hoc booking requests to be met. Please check availability before committing to third party speakers/tutors.

The Booking Officer can add a tentative booking if the Group is still in liaison with a third party, if it doesn't coincide with an existing booking.

The Booking Officer can be a conduit to ask another group if they are willing to swap, defer, or change one of their regular bookings but the decision remains with the existing booking group.

There are 3 types of bookings:

1. Regular bookings stated on the User Information Form (ie 1<sup>st</sup> Saturday every month).
2. Additional bookings for special events known in advanced and included on quarterly invoices.
3. Ad Hoc bookings for the current quarter that are invoiced separately and payable immediately.

### Booking Procedures – Regular Bookings

Regular bookings for the following year are to be confirmed at the end of each year. In early November your group will receive a reminder email that will ask for your Group to update all of the information in the User Information Form. The information in this form will be the source of:

- the group's regular bookings,
- and the contact information for the distribution of invoices,
- and Dropbox links.

Please email the APCH Booking Officer with confirmation that the form has been updated.

#### At Each Quarter

At each quarter your Group will be reminded of the impending invoice, and again to update the User Information for any changes, and in particular contacts and key holders. This is also the opportunity to add extra bookings for workshops or events other than your regular ones, or cancel bookings for that quarter.

After each quarterly exchange:

- the Calendar will then be finalised with bookings,
- an invoice will be issued for those bookings: regular and any extras,
- and include membership fees in the first quarter only.

Step 1- Reminder email to group.

Step 2 – Group to update the User Information form where appropriate, check bookings to add, move or cancel bookings and confirm as soon as possible.

Step 3 – Calendar will be finalized for the next Quarter.

Step 4 – Invoice issued, contacts and Dropbox links updated.

Step 5 – Invoice payment before the Quarter commences or the specified due date – whichever is closer.

## Schedule

Date	Item	Action by
Early November	Reminder Email Update User Information form Confirmation to Booking Officer	Booking Officer Group Group
Late November	Finalise calendar Issue Q1 & Membership Invoice Update Dropbox links	Booking Officer
Mid December	Invoice payment	Group Treasurer
Early February	Reminder Email Update User Information form Confirmation to Booking Officer	Booking Officer Group Group
Late February	Finalise calendar Issue Q2 Invoice Update Dropbox links	Booking Officer
Mid March	Invoice payment	Group Treasurer
Early May	Reminder Email Update User Information form Confirmation to Booking Officer	Booking Officer Group Group
Late May	Finalise calendar Issue Q3 Invoice Update Dropbox links	Booking Officer
Mid June	Invoice payment	Group Treasurer
Early August	Reminder Email Update User Information form Confirmation to Booking Officer	Booking Officer Group Group
Late August	Finalise calendar Issue Q4 Invoice Update Dropbox links	Booking Officer
Mid September	Invoice payment	Group Treasurer

### Booking Procedures – Ad Hoc Bookings within the quarter

These are bookings that are for the current quarter and will be invoiced separately, and payable immediately.

Step 1 – Check the Calendar for availability of dates

Step 2 – Email Booking Officer with request and confirm where appropriate

Step 3 – Your Booking Officer & Treasurer will receive a confirmation email and Invoice

Step 4 – Pay invoice as soon as possible.

A copy of all Invoices are stored in each Groups' Dropbox folder.