



SUPPORTING &  
CHAMPIONING  
VOLUNTARY MUSIC

June 2008

Dear Members,

I am pleased to announce Green Advice Surgeries. No, it's not about composting, it just means I will conduct them by telephone.

**The surgeries** are designed so we can make individual contact, and discuss anything from marketing or fundraising to audience development or commissioning. Slots last about 30 minutes. To book a surgery please fill in and return the form so I can help you better. In particular I can have a look at your website in advance of your meeting and the information you give me will help me generate some helpful suggestions or ideas of where to go. I will also be able to share this with any committee members or Arts Development Officers who I may ask to help.

**TO BOOK:**

1. Complete the **enclosed 'Pre-Op' Surgery Questionnaire** and post or email it to me by 3 July 2008. Please be sure to give me a range of times. If you cannot use attachments feel free to copy the form and paste it into an email- it does not have to look perfect- I just need the information in some form.
2. I will confirm the time slot with you.
3. I will ring the number given on your form.
4. If you have a speaker phone you may wish to use it in order to have other members from your committee there with you on the call.
5. If you cannot make any of these surgery times, please feel to ring me to chat over the telephone.

With kind regards,

Micaela Schmitz, Regional Development Officer  
Making Music West Midlands, 1 Leamington Road, Broadway, Worcs. WR12 7EF  
01386 859 648 direct / 07762 872 880 Email: [micaela@makingmusic.org.uk](mailto:micaela@makingmusic.org.uk)

**'PRE-OP' SURGERY QUESTIONNAIRE**

Please email/post this form by Wed 2 July 2008 to:  
 Micaela Schmitz, Regional Development Officer, Making Music West Midlands  
 1 Leamington Road, Broadway Worcs. WR12 7EF  
 Tel: 01386 859 648 07762 872 880 email micaela@makingmusic.org.uk

**Group Name:** \_\_\_\_\_

Website \_\_\_\_\_

Contact Name : \_\_\_\_\_

Contact Phone: \_\_\_\_\_ (this is the number I shall ring for the appointment)

Email 1 \_\_\_\_\_

**We have had an advice surgery before** \_\_yes \_\_ no

**We want to schedule our surgery** (Please tick one choice) ( ) Mon. 7 July 9am-3:30pm ( ) Wed 9 July 9am-7pm ( ) Fri 11 July 10am-2pm ( ) Another suggested date \_\_\_\_\_

**Please schedule our half-hour slot** between the hours of \_\_\_\_ and \_\_\_\_

How many members on your committee?	
How many main committee meetings per year?	
Any Sub-committees? If so how many?	
How often do sub- committees meet?	
Do you have a marketing budget?	Yes/No
Have you enough people doing 'committee' type work?	Yes/No
Is there a friends association?	Yes/No
Do you have season tickets?	Yes/No
Any special links to charities?	Yes/No
Any special links to businesses?	Yes/No
Do you find ( Radio/TV/Local press) publicity fruitful?	Yes/No
Have you contacted Arts and Business?	Yes/No
Have you linked activities with any other music group?	Yes/No
Do you have member/participant social events?	Yes/No
Do you have pre-concert talks?	Yes/No
How many performers/members?	
How many events per year?	
Attendance levels at concerts is:	Excellent/Good/OK/Poor
Have you commissioned new music?	Yes/No
Do you provide food at events?	Yes/No
Do you give prizes?	Yes/No
Do you organise trips?	Yes/No
Do you have a 'community' involvement policy?	Yes/No
How far in advance do you plan events?	6 mo./1 yr/1.5 yr/2 yr/over 2 yrs
Do you have a programme with linked themes	Yes/No
Do you use the Making Music Quick Reference Guide to Services	Yes/No
Do you use the National and Regional Websites for Making Music	Yes/No
Is there anything in particular you want to discuss at your surgery?	