

Hello and welcome to Coole Music and Arts Ltd! We hope your children will enjoy a creative and fulfilling year to come in their chosen instrument and in their various performing groups.

As parents, your role in Coole Music is important too. Alongside our musical director Katharina and our operations and event manager Fiona, the running of the school is assisted by a voluntary steering group of parents. 2014 marks our 10 year anniversary and in that time we have achieved a huge amount, in no small part helped by a thriving volunteering spirit among the parents.

We rely on this volunteerism continuing with each new generation of children, so we are asking for your help....

Do you have expertise in the following areas where you would be willing to help out, either for defined single tasks, or on an ongoing basis?

Area	The reason help is required	How you can help	Tick as appropriate in the areas where you can help
PR and marketing	We have many events and concerts throughout the year and need assistance to better promote them and improve audience attendance.	Do you work in marketing or PR?  Do you have contacts in the media, local and national newspapers, TV, radio etc?  Can you -display posters and flyers in your workplace -contact friends and social medial to promote upcoming events	
Fundraising	CMA Ltd. Is a registered charity. As well as providing musical tuition to fee paying children, we also run events that are for the benefit of the community: for example our Annual Youth Orchestra Festival, which was completely free to the public last year.  CMA is planning one major dedicated fundraiser in the future.	Have you experience of fundraising?  Are you involved in event management or other activities that could help in fundraising?  Would you, or do you know anybody in business or in showbusiness who would be willing to give their services for free for a fundraising event?	
Sponsorship / funding	At the moment, CMA Ltd has been and is the recipient of various forms of funding from arts and other public bodies, all of which are becoming increasingly competitive and difficult to get.	Do you have any specific experience in obtaining funding, in the arts and other areas?  Do you, your company, or others you know have any interest in sponsoring or supporting CMA or any of its performing groups? Could you support raffles at fundraising events?	
Supervision and help at orchestra, choir, group activities	If you child is involved in one of the 3 Orchestras or Coole Harmonies Choir, we need help with room setup and tear down, supervision of children at events and concerts, on trips etc.	I will go on the rota for room setup and tear down  I will go on the rota for supervision at rehearsals	
Volunteering in general	CMA uses friends and family for a host of activities that simply cannot be performed by the operations manager and parent steering committee alone. Volunteering in this way is a single, one off commitment and is very likely at an event your child is already involved in.	-Stage management, setup and tear down -Stewarding in carparks at concerts and events -Distribution of flyers and posters for events -Serving tea and coffee at concerts and/or baking -Runing raffles -Bag packing -Arranging flowers for performers in concerts  The list goes on....	