

FESTIVALS MUST OFFER AN APPROPRIATE FEE FOR THE APPEARANCE OF THE WRITER

Initial contact should be via a brief email that includes all key information. This email should be clear and direct about the available fee, what accommodation will be offered, any expenses that will be covered (if applicable), and what is expected from the writer's appearance. There should be no ambiguity in the agreement.

THE FESTIVAL SHOULD COMMUNICATE CLEARLY WITH THE WRITER ABOUT THE TONE AND LENGTH OF THE EVENT, THE ANTICIPATED AUDIENCE AND THE SIZE OF THE READING VENUE

Writers should not be taken aback or surprised on the day with a large, empty room or an uninterested, unsuitable crowd.

THE WRITER SHOULD BE CONSULTED ABOUT THE NATURE OF THE EVENT

If possible, the festival programmer should speak with the appearing writer to accommodate their interests and passions in the developing stages of the event, to ensure that the prospect of appearing at the festival will be interesting and worthwhile for the writer. The writer should not be made to feel as if they need to fit any theme surrounding the festival.

IT IS THE RESPONSIBILITY OF THE FESTIVAL TO COMMUNICATE BOOKSELLING ARRANGEMENTS WITH THE AUTHOR AHEAD OF THEIR APPEARANCE

The festival should liaise with local bookshops <http://www.booksellers.org.uk/bookshopsearch> to arrange for book sales of appearing writers. If the books are only available abroad, Argosy (see details in Appendix) can be contacted to arrange economical international delivery. Writers should only be expected to bring their own books as an absolute last resort.

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COST OF TRAVEL AND APPROPRIATE, COMFORTABLE ACCOMMODATION MUST BE PROVIDED

Writers should never be left out of pocket for their festival appearance. It is the responsibility of the festival to book and pay for travel, cover any related expenses, and provide appropriate, comfortable accommodation that is close to the venue.

THE WRITER SHOULD BE PROVIDED WITH A COMFORTABLE, WELCOME ENVIRONMENT FOR THE DURATION OF THEIR APPEARANCE

The writer should be greeted by a festival representative upon their arrival in the area, if possible. It is recommended the festival provide a 'welcome pack' that includes a map/information about the area, along with local food vouchers, if possible. A sociable atmosphere should be fostered and a reception and communal food spots should be available to participating writers.

PERMISSION MUST BE SOUGHT BEFOREHAND FOR FILMING AND RECORDING OF THE APPEARANCE

Transcripts and recordings should not be made, disseminated or sold without the explicit consent of the writer.

PAYMENT SHOULD IMMEDIATELY FOLLOW THE APPEARANCE

Payment should ideally happen on the day of the event. If payment is made via online bank transfer, the writer should be notified as soon as it has been completed.

THE WRITER SHOULD NOT BE PRESSURED INTO APPEARING FOR FREE, DONATING THEIR FEE, OR RECEIVING LESS THAN THE AGREED FEE

Under no circumstance should the writer be forced repeatedly to follow up with the festival in order to receive payment, be pressured into donating their fee, or receive any less than was initially agreed.

FESTIVALS SHOULD PROVIDE A PROPER INDUCTION FOR VOLUNTEERS

It is important that festivals provide unpaid volunteers with a positive experience by giving them adequate training and keeping them in the loop with information about the events.