



Registered Charity No: 1123523

Chairperson

Geraldine Richards
Mob: (07586) 350782
CDGChair@outlook.com

Secretary

Manda Moore
CDGSecretary@outlook.com

Treasurer

Andrew Martin
Mob: (07795) 262627
CDGtreasurer@btinternet.com

Managing Risk Policy for Centenary Drama Group & CD Kids.

(Readopted April 2023)

Centenary Drama Group & CD Kids is a small theatrical group run by a group of volunteers. The majority of our production teams are also volunteering although we occasionally have to pay for a musical director when using a live band for a production instead of recorded tracks.

Types of risk faced by Centenary Drama Group & CD Kids:

- Damage to the groups reputation from disgruntled members who have received warnings or suspension from the group due to their behaviour, lack of respect to other members, volunteers, and production teams.
- Lack of ticket sales for all productions.
- Lack of support from parents of the members of CD Kids.
- Losing money on productions, lack of money being received from fund raising.

How to manage risk:

- Attempt to resolve all matters regarding members behaviour immediately a problem occurs by discussion with the member involved and include parents if a member of CD Kids, according to the rules and constitution of Centenary Drama Group & CD Kids.
- Assess ticket sales on previous shows and continue to promote shows through social media, posters, banners, flyers, and all other opportunities available, to spread the word regarding all forthcoming productions. Look at other forms of income, donations, sponsorship.
- Speak to parents regularly, encourage them to support the group with fund raising, raising awareness of the group, obtaining any donations or sponsorship.
- Set realistic budgets for forth coming productions within the limits of income received from previous shows and gradually try to increase income and therefore be able to invest in bigger productions with larger budgets in the future.
- At the end of each production hold a meeting to discuss and analyse what worked well and what didn't in regard to both expenditure and income.

This policy will be reviewed annually in April by the newly elected committee following the Annual General Meeting. Adopted by the Trustees and Committee Members

Signed:

Printed:

Chairperson April 2025