



A FIRST YEARS' QUICK GUIDE TO SWANWICK

Hello and welcome to this pre-School communication about what to expect when you arrive at Swanwick next month.

FIRST YEAR WELCOME & RECEPTION

Once you arrive at The Hayes and have collected your WELCOME PACK, you are invited to come along to the BUTTERLEY HALLS 1 & 2 on Saturday afternoon at 5:30pm for our special welcome to all first time delegates. There will be an invitation in your Welcome Pack. This welcome is designed to give you a basic 'Whistle Stop Tour' of the Swanwick week, you can ask any questions you may have, get to meet other first timers, the Committee, our Ambassadors and some of our Tutors – all followed by a complimentary drink before we go into dinner.

DINING ARRANGEMENTS SATURDAY ONLY

For the first night only – we have some special tables reserved for new delegates, each hosted by an Ambassador and/or Committee Member, who can answer questions you have about the coming week. Ask anything! We are happy to help. Apart from the above, there is no 'pre-arranged' seating in the dining room. You may sit wherever you like, with the exception of the CHAIRMAN'S TABLE, which is reserved for hosting speakers and guests.

SCHOOL INFORMATION

In your Welcome Pack, you'll find a copy of the printed PROGRAMME BOOKLET, as well as a map of the Hayes and the quick 'AT-A-GLANCE' timetable. The programme has loads of information about all the courses, tutors and other events, but if you get lost or need more information about any of these, just stop any Ambassador or Committee Member who will be wearing purple lanyards/badges, or go to the INFORMATION ROOM.

ACCOMMODATION / MEALS / HOUSEKEEPING

The Hayes' reception staff will be happy to help with any issues that you have with your room or The Hayes' facilities.

COURSES

There's no need to sign up for any course in advance or attend every session. You can go to any courses or workshops that take your fancy. We do ask, however that you arrive in good time for each session and are considerate of other delegates.

DRESS CODE

The Summer School is proud of its relaxed and friendly atmosphere and there is no 'formal' dress code. Please wear whatever you feel comfortable in. Some of our delegates like to 'dress for dinner', but this is not compulsory. The last night's PRE DINNER DRINKS/DINNER - is often used as an excuse to dress up - but again, this is entirely optional. Dressing up for the FANCY DRESS EVENING – this year's theme is THE WILD WILD WEST – is also entirely optional - wear a costume, carry a prop / wear a hat or just come as you are!

TAKING PART / EVENING EVENTS

All delegates are welcome to perform at BUSKERS NIGHT, PROSE and POETRY open mic sessions. Use the boxes in the Information Room to put your name forward if you wish to contribute to these events, but please note they often over-subscribed, and names are picked at random, so sometimes it's just impossible to fit everyone in! See more information in the printed Programme booklet.

PAGE TO STAGE

If you are interested in acting or directing, please come to the PAGE TO STAGE BRIEFING (Main Conference Hall, 16:00 Sunday).

LAST MINUTE PROGRAMME CHANGES / NOTICES

The Vice Chair announces any changes or notices every evening before the Speakers and Page To Stage. If you miss any of these announcements, there is also a flip chart in the dining room area which will also have any notices and programme changes.

FEEDBACK & AGM

As a delegate, you also automatically become a Member of The Writers' Summer School and your voice is important, so please do come to the AGM (Wednesday - Main Conference Hall, 16:00) and please come along to the FIRST YEAR FEEDBACK SESSION, held in the Main Lounge at 15:20, just before the AGM.

We hope you have a great week!

Kind regards, the 2025 Committee