



ASSOCIACIÓ KEEP CALM BARCELONA

KEEP CALM YOGA, PILATES & MEDITATION

Organiser Guide

ORGANISER GUIDE

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THE ROLE IN ONE SENTENCE

You plan the sessions and find the venues or instructors - nothing here is automated, so the announcements are yours too.

You're a volunteer, same as everyone else who helps Keep Calm run - this guide is guardrails so we're roughly on the same page, not a checklist you're marked against.

HOW A SESSION COMES TOGETHER

Sessions happen whenever a venue, instructor, or the weather lines up - there's no fixed weekly slot. A few days out, you settle the format (yoga, pilates, or meditation), the venue, and whether it's indoors or outdoors for the season, then post the announcement yourself.

WHAT'S AUTOMATIC

Nothing session-specific is automated - announcements, sign-ups, and reminders are all yours to post.

WHAT'S YOURS

- **Plan the session:** format, venue (indoors or out, depending on the season), and who's leading it
- **Post the announcement:** time, location, cost if any, and what to bring - mat, water, towel
- **Manage sign-ups:** a poll or a simple headcount, whichever suits the venue's capacity
- **Answer questions** in the group: level, what to expect, logistics
- **Welcome newcomers:** reassure complete beginners that all levels practise together, and that arriving a few minutes early to settle in is fine
- **Set the tone during the session:** ask people to arrive on time so a late arrival doesn't disrupt the class, and keep the atmosphere calm
- **Day-of calls:** weather for outdoor sessions, venue issues, timing

JUDGEMENT CALLS THAT ARE YOURS ALONE

- Format, venue, and timing for a given session
- Whether a session runs outdoors or indoors
- Go or no-go weather calls for outdoor sessions

ASK ANOTHER ORGANISER FIRST

- A recurring paid venue or instructor arrangement
- Changing the general cadence, for example moving to a fixed weekly slot
- Partnerships with studios or instructors

TALK TO THE COMMUNITY LEAD FOR

- Money beyond the above
- Bans and appeals
- Anything technical: forms, automation, the website

STEPPING DOWN

If you're stepping down, follow the Stepping Down checklist in the Association's [Organiser Guide](#), and hand over any venue or instructor contacts.