

RECIPES FOR SUCCESS



A HOW-TO MANUAL FOR
FAIRS, MINI-CONVENTIONS AND SEMINARS

I N T R O D U C T I O N

Dear Arabian, Half-Arabian and Anglo-Arabian Horse Enthusiast:

This manual was produced with the following goals in mind:

- 1 Introduce the general public to the Arabian horse.
- 2 Expand the education of the present Arabian horse owners.
- 3 Encourage fellowship and exchange of ideas between the general public and present Arabian horse owners.

You will find in the following pages examples of programs, step-by-step instructions and suggestions to create successful programs of your own. Our Samples are presented as starting points to allow for brainstorming and creativity and in matters of legal counsel or insurance it is recommended that you contact the appropriate local authority. In all your endeavors, the members of this committee stand ready to assist and guide you. Good Luck and have fun!

The Competition Advisory Committee has worked on bringing this booklet back to the AHA members for its use. It was published a number of years ago by a group of dedicated people who brainstormed and put together this great reference booklet. The CAC would like to acknowledge these people and all the effort they put into this booklet.

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F O R W A R D

AHA has written this booklet with the goal to assist owners in developing a community event about the Arabian Horse. There are a wide variety of possible events. The scope of this effort has been generalized to assist you in successfully executing any event.

To make this an easy to use format, the basics of each chapter will be contained in the first pages, with further breakdown following. Check lists to help are all at the back of the book.

Additional ideas that may enhance or help set the tone for your event are also included in the chapters that follow. These ideas may be applied to all types of events.

A special thanks to all of those who helped to make this booklet a reality.

The following chapters and/or their checks lists are detailed. You may utilize as much or as little of the information that pertains to your specific event.

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CHAPTER 1
PLANNING
YOUR
ACTIVITY



P L A N N I N G Y O U R A C T I V I T Y

For the purpose of this manual we shall define:

FAIRS: Combination of horse/non-horse activities and seminars. This kind of event would require and equine facility.

SEMINARS: An event that does not require the utilization of live Arabian/Half-Arabian/Anglo-Arabian horses. The facilities for this kind of event could include hotels, schools, community centers, farms, churches, etc.

MINI CONVENTIONS: Could be a combination of business meetings in conjunction with a seminar and/or fair.

When assigning jobs to volunteers, you should take into consideration the expertise of each individual for the specific assignment.

First visualize your goals and expectation. The selection of a format should take into consideration the size of the club(s), region(s), the number of available volunteers, financing, the seasons and weather, time frame and your other needs.

Please note that this committee considers the social programs and events to be a most significant part of any successful program. Demographics studies (surveys) prove that most people own horses for two major reasons: first, the love of the animal and second, social interaction with other horse owners.

SECTION A OPERATIONAL OUTLINE

NOTES

- I. CHOOSING YOUR ACTIVITY
- II. CHOOSING YOUR CHAIRMAN
- III. ESTABLISHING COMMITTEES
 - a. Marketing and promotion (community involvement, Chamber of Commerce, Junior Leagues, etc.)
 - b. Advertising sales (programs, notebooks, etc)
 - c. Speakers/clinician procurement
 - d. Youth leader
 - e. Social events (meal planning, sponsors for breaks, parties, etc)
 - f. Exhibits
 - i. Commercial exhibits (selling space, collecting money, assigning space)
 - ii. AHA booth (explaining Sweepstakes, Futurities, Community Shows, Class A, Regional and National Shows, Special Youth Programs, (including Youth Nationals), Membership benefits, (including Modern Arabian Horse) and a complete list of all available videos, merchandise and brochures)
 - g. Patron program
 - h. Stallion row and/or solicitation of other special exhibits (Regional Champions, National Champions, Class A Champions and/or farm exhibits)
 - i. Sponsor procurement
 - j. Show and special events
 - k. Secretary (minutes of meetings, and correspondence registration, contracts, etc.)
 - l. Treasurer (in charge of budget and all financial records)
 - m. Facility coordinator (audio visual needs, sound equipment, lighting, seating, stalls, bedding, horse equipment, etc.)
 - n. First Aid
 - o. Sales

SECTION B CHOOSING YOUR ACTIVITY

Choosing your activity requires a number of considerations:

Area Needs – What are the interests of people in your area? How large is the population in your area?

Club Size – Do you have enough willing members to staff the activity? Do you have the interest, desire, finances, and/or facilities to accommodate your activity?

SEASON – What will the weather be? Are facilities available to overcome adverse weather? Are there holidays or other functions, which will enhance or detract from your activity?

CONFLICTS – Are there other events taking place during a similar time frame in the same city/state that could conflict with your event?

TIME FRAME - Is there enough time to properly promote your activity? A small clinic, seminar or demonstration will take less time than a fair or mini convention.

AVAILABLE VOLUNTEERS/ EXPERTS – Your first contact must be personal, a face to face meeting or a phone call. Any commitment should be followed up with a letter specifying the services to which you agreed. Be sure the follow-up letter goes out as soon as possible. A sample is included as a guide.

***Visualize your goals and expectations.
Be bold but be realistic.***

NOTES

(Send two (2) copies along with a stamped self addressed envelope for them to return the contract)

SAMPLE – VOLUNTEER REQUEST LETTER

Arabian Horse Club
Fantastic Foal Street
Fillytown, 10000
123-123-1234
email@email.com

Month/Day/Year

Joe Volunteer
Your Street
Your Town, State, Zip

Dear Mr. Volunteer,

Our club is in the process of putting together and “Arabian Horse Event.”

Included at this event will be clinics and speaker panels. We would love to list your name as on of the possible volunteers speakers.

If you are interested in helping our club implement this project, please return a signed copy of this letter along with a current phone number, cell number and email address.

It would be most helpful if you would take a moment and list the areas in which you would feel most qualified, i.e. Halter, health care, equitation, trail riding, breeding, etc.

If you have any further question, please feel free to call me at the above number or email address.

Sincerely,

.....

I would like to help your club with their event.

Signed _____

Phone # _____ Cell # _____

Email address _____

Area of Expertise; _____

Fee (if any) _____ Expenses reimbursement: ____ No ____ Yes

SAMPLE – VOLUNTEER THANK YOU LETTER

NOTES

Arabian Horse Club
Fantastic Foal Street
Fillytown, 10000
123-123-1234
email@email.com

*(Send two (2) copies
along with a
stamped self
addressed envelope
for them to return
the contract)*

Month/Day/Year

Joe Volunteer
Your Street
Your Town, State, Zip

Dear Mr. Volunteer,

Thank you for volunteering at our "Arabian Horse Event."

Please sign a copy of this letter and return it along with a current phone number, cell number and email address.

It would be most helpful if you would take a moment and list the areas in which you would feel most qualified, i.e. Halter, training, health care, equitation, trail riding, breeding, etc.

If you have any further question, please feel free to call me at the above number or email address.

Sincerely,

Signed

Phone # _____ Cell # _____

Email address _____

Area of Expertise; _____

Fee (if any) _____ Expenses reimbursement: ____ No ____ Yes

SECTION C CHOOSING YOUR CHAIRMAN

The Challenge of Committee Participation

A committee can be one of the most productive tools that an association has to work with. Whether you are chairing a commit or are a committee member, you face the challenge of getting involved in the work the committee was formed to accomplish.

Your contribution and your participation on the committee will determine its success or failure. If you participate, get involved, and encourage others on the committee to do so, the committee will be successful. Remember enthusiasm is contagious.

The findings of a committee have a direct impact on the decision made by the officer and the board of directors of the association. The energy you put into your work on the committee has a direct influence on the direction your association takes.

... The basic purpose of a committee ... (is) to determine through its collective wisdom, which is usually superior to that of any one member, the best solution to a problem.

FUNCTIONS OF A COMMITTEE

The primary function of a committee is to contribute to the efficient operation of an organization. In most cases, a committee is concerned with the communication of information and with assisting the leadership in the decision-making process by providing needed information.

GUIDELINES FOR CHAIRING A COMMITTEE

Even with capable members on the committee, a firm goal to achieve, and the support of the association staff, a committee without strong leadership will be handicapped. During your term as chairman of the committee, the most consistent help will come from the association executive and staff. To a great extent, your ability to work with them will determine your success as head of your committee and a leader in your association.

The association executive and staff are familiar with the operations of the organization, and as the head of a committee, you should seek their assistance in selecting committee members, setting objectives, and reviewing the work and communications of your committee. By keeping the association staff informed and familiar with the committee's activities and progress. They will be able to advise you on problems and procedures and can point out possible pitfalls.

The success you achieve as head of the committee will largely depend on your ability to preside and guide the meetings of the committee to a definite goal. The following guidelines should assist you in reaching that goal.

- Always start the meeting on time and work with a definite agenda
- The reason for the meeting should be stated briefly and clearly at the beginning
- Make sure committee members get all the information relating to an issue, both pro and con.
- Keep a low profile while taking charge of the direction of the meeting.
- Review the committee's objectives relative to the objectives of the association
- Keep the meeting moving; interest lags when action lags. Get as much participation as possible. Keep responses short; GET TO THE POINT.
- Speak clearly. If you can't be heard, you can't exercise control.
- Insist on order.
- Talk to the group, not individuals.

- Make sure that each individual taking the floor talks clearly and audibly. Sum up what the speaker said, entertain discussion, and obtain a decision.
- Control aimless discussion by recommending further study
- Don't argue with the individual who has the floor. Ask question if you disagree, but remember that as presiding officer you should remain neutral.
- If you have a comment, ask for the floor as a participant.
- Make sure adequate minutes of each meeting are kept and that they are distributed to each committee member.
- Check at the end of the meeting to see if members feel all relevant subjects have been adequately covered.

PREPARING FOR THE COMMITTEE MEETING

Preparation for the committee meeting is essential to its success. Laying the groundwork for the task the committee has to accomplish is a function that begins with the chairman of the committee and is then carried on by the members, both before and during the meeting.

An agenda needs to be drawn up and sent to all members of the committee. It should include all topics to be discussed at the meeting and should also include the date, location, starting time, scheduled breaks, and anticipated adjourning time. Any supporting or background material to further explain or detail the items on the agenda should also be included.

Select the time and place for the meeting. The chairman of the committee and the staff should determine the time and place that will get maximum participation from the members.

Facilities need to be arranged. After the when and where are taken care of, all the details of the meeting room have to be planned. The following is a list of physical requirements that should be kept in mind when planning for the meeting

- The meeting room should be comfortable for the group that will meet in it – not too large or too small. It should be located in a place as convenient to all the members as possible
- If directional signs are needed, arrange for them. If in a hotel, post the meeting name and room in the lobby directory. Also post the name of the meeting outside the meeting room.
- Make sure before the meeting begins that lighting and ventilation are adequate. Check the temperature. Find out whom to call if any of these conditions should change.
- Based on the size of the committee, determine what seating arrangement and table size and shape is best suited. For a small committee, round or oval tables work well.
- Keep these points in mind when determining seating arrangements: Don't place talkative friends next to each other or directly across the table; unless you want a confrontation, don't place hostile persons next to or across from each other.
- Chairs should be comfortable, particularly if the meeting will be lengthy.
- Notepads, pencils, water and glasses should be provided.
- If a blackboard is needed, make sure chalk and an eraser are also provided.
- When audiovisuals are to be used, make sure there is someone present who can operate the equipment. If projectors are needed, ask that an extra bulb be available. Check that the screen is at the proper distance from the projector. Test microphones before the meeting if they are going to be used.

NOTES

- If all the members of the committee don't personally know each other, consider using name cards in front of each seat and/or name badges for each person. You might also go around the room and ask everyone to introduce themselves
- Be sure to provide sufficient beverages for morning and afternoon breaks. Have a selection available, including coffee (regular and decaffeinated), tea, and soft drinks.
- Avoid serving heavy meals before or during the meeting to help members stay alert.
- Keep extra copies of the agenda and supporting material.

HOW A COMMITTEE MEETING IS STRUCTURED

Following is the generally accepted sequence, order of business that is observed for a meeting.

1. Call the meeting to order.
2. Take roll call (sometimes omitted)
3. Approve minutes of the previous meeting.
4. State the purpose of the meeting.
5. State briefly the program for the meeting.
6. Discuss and resolve agenda items as they appear.
7. Entertain new business
8. Adjourn the meeting.

SECTION D ESTABLISHING COMMITTEES

NOTES

Each committee must have the proper balance of experts in the field and of those who are interested in learning more about the field. Effective committees don't just happen. They are a combination of the right individuals, a mission, good leadership, (and) good staff work.

Choosing Committee Members

The make-up of certain committees may be provided for in the constitution or bylaws. More often, though, the chief elected officer, consulting with the chairman of the committee, appoints the committee members.

Regardless of the method used for selection committee members, it is important that the association executive and staff be involved. With staff assistance, the capabilities of individuals being considered for committee membership can be examined, and any additional background information needed can be gathered.

When choosing members for a committee, try to have a good mix of mature, successful, experienced members and members who are new to the profession. The newer members will bring in fresh ideas and insights to the committee; experienced members will provide guidance and perspective.

One way to arrange the committees is to put the mature, experienced members on committees concerned with board policy making and to place the younger, less experienced members on committees with high visibility. Younger members will be much more likely to perform in apposition that puts them on display.

Following are some guidelines on effective committee operation:

Committee members:

- Should be appointed because they are either knowledgeable about or interested in the committee's area of activity.
- Should know who the committee chairman is.
- Should know what the specific responsibilities of the committee are.
- Should know what the association's practices, policies and procedures are.
- Should know what the responsibilities of the association staff to the committee are.
- Should know what the past performance of the committee has been.
- Should know what the reporting procedure to the board of directors is.
- Should establish only realistic, attainable goals.
- Should give recognition to the committee chairman and other members of the committee.
- Should get involved and participate.

Considerations

- Study the agenda carefully before you come to the meeting. Ask for clarification if any items are unclear. Review the supporting material
- Stick to the agenda during the meeting. Bring up new business only at the appropriate time.
- Determine what the exact purpose of the meeting is and decide in advance how and what you will contribute to it.
- Keep your replies short and to the point. You are there to seek information, not deliver an oration.
- Speak in a voice everyone can hear. Wait until you have the attention of all the committee members before you begin your remarks. The presiding officer should insure that a desirable atmosphere exists.

NOTES

- Speak to the entire group, not just the person sitting opposite you.
- Repeat remarks if you think they were not heard.
- If your remarks are lengthy or involved, sum them up at the end of your discussion. Someone may have forgotten your objective before you've finished.
- Don't hesitate to comment, criticize constructively or disagree. Know your subject and ask for support from members that believe as you do.
- If you disagree with the speaker, make your comments at the proper time.
- If you have a comment, ask for the floor rather than joining in aimless group discussion. If what you have to say is a genuine contribution and really does make a difference, don't let it get lost in confusing conversation.
- There may be dissenters on some subjects. Ask them to summarize their conviction in a direct statement. This permits a more thorough examination of an idea that could be highly constructive when completely understood.
- Hurriedly passed motions usually don't receive the consideration they deserve. Better to table them until the next meeting, when they can be discussed in detail, than to pass a motion you might regret later.

Committee Size

The size of the committee is primarily determined by its purpose and the nature of its work. If prompt action is essential, it is best to limit the number of committee members. A smaller group takes less time to organize, can communicate more rapidly and will be able to act faster.

A larger group, on the other hand, will allow more diverse viewpoints to be heard, although it will usually require longer doing so. A larger group will be able to solve a greater variety of problems because the number of skills available will increase proportionately with the group's size.

Some associations appoint corresponding members to their committees. A corresponding member does not usually attend committee meetings, but does receive all committee mailing, and is asked to respond in writing to the materials, offering comments or suggestions.

Conclusion

Committees perform a necessary function in the operation of associations. They provide a cross-section of experience and knowledge and allow for continuity of thought and cooperation. Committee work serves as an excellent training ground for future association leaders. The opportunity for an individual to participate in committee work, and the challenge it provided, enhances the feeling of belonging, and of playing a significant role in the association, and increases loyalty toward the organization.

The suggestions made in the booklet are a starting point. The quality and quantity of your participation will determine how rewarding and productive your term on the committee will be.

Section E Activities, Topics and Social Activities

NOTES

Many other topics are available; the only limit is your imagination. Included in this list are brief descriptions of the topics

GENERAL TOPICS

Amateur & No-Professionals – have someone define what is an amateur, what is a non-professional, what is a professional and the programs designed for each.

Arabian Horse Association – what is it, what its responsibilities are, how to register and update papers, what programs are available? (I.e., sweepstakes, futurities, maturities, National shows, Pleasure rides, Competitive and Endurance, recreational riding, Community shows).

Arabian Horse Trust – what is it, why it exists how and who to contact.

Arabian Organizations – Contact AHA for a list of related Arabian organizations – Reining, Cutting, Arabian Professional/Amateur, Youth, Racing.

Art Auction – an auction where artist or donors sell on percentages or donate total receipts.

Calcutta – an auction to purchase a horse and rider/handler for a class or race where the class winner may receive a percentage and the winning bidder(s) receive a percentage, need an auctioneer and ring men.

Choosing the right horse – pre-purchase examination by a vet, farrier and trainer. Ask an expert.

Clinics – any topic with a horse as in hands-on- demonstrations (any presentation with horses or equipment)

Competitive and Endurance – designing courses and staff. AHA AERA and North American Trail Ride Conference associations will help with information and speakers.

Construction – barns, swimming pools, fencing, round pens, arenas, building codes, etc.

Dressage – contact United States Dressage Federation.

Drill Team – Patterns and instructions,

Education and Evaluation Commission - contact AHA Judges and Stewards Commissioner.

Equine Dentistry – vet and others

Equine Therapy – acupuncture, chiropractic, massage and orthopedics.

Farm Equipment – trucks, farm tractors, trailers, automated farm equipment, treadmills, walkers and swimming pools.

Farm management – bookkeeping, general labor, record keeping etc.

Farm visit – good family activity for both education and fun.

Farrier – care and maintenance, shoeing, disease, your farrier and lameness, etc.

Fashion show – riding clothes manufactures, distributors, and retailers will assist with materials and clothing. Use members as models.

First Aid – for horse and rider, things that should be in every barn and arena for show and trail.

Fun classes – ride a buck, egg and spoon, goat tying, funny costumes, water battle, dog classes, boot race, pro-am, etc.

Futurity – what is a futurity? Nationals, Regional, local (halter, performance)

Gymkhana – ring race, pole bending, barrel racing, arena race, scurry race, tunnel race, catalogue race, hot dog race, pony express race, keyhole race, goat tying, and ribbon roping. You will need a stopwatch, announcer, gate people and supplies for the races.

Heritage and legacy of the horse – lecture, videos, handouts and slides of the past and the future of Arabian horses. Contact AHA.

NOTES

Holistic medicine – Treating with herbs, natural medicines, chiropractic, massage and other non-conventions means.

Horse packing – How to fit a horse for distance travel, how to choose proper equipment and tack, how to locate licensed guides, how to practice weather awareness, and how to put the equipment and tack on the horse.

Horse show Olympics – hay bale toss, whip toss, wheelbarrow race, trailer unload, tack change, etc.

Hunter Course Design – necessary obstacles, what is legal, equipment and supplies.

Insurance – horse, property, equipment, personal, liability, workmen's compensation, surgery, life, etc.

Judging – General and specific information as you feel is required for your audience. See Chapter VI "Experts/Resources" for Judges and Stewards Commissioner.

Making a native costume – requirements for class, design, and where to obtain fabric.

Nutrition - how and what to feed for the general health of your horse.

Panel Discussions – number of speakers on a certain topic with questions and answers to follow.

Photography – Using a professional with slide presentations or live horse – staging, lighting and types of film.

Production promotion – suppliers and or manufactures can act as speakers. Magazine publishers and promotional advisors are available.

Racing – Endurance, facility to hold event and staff required. American Endurance Riding Conference will provide information. Flat racing staff, official's endurance and track. Arabian Jockey Club will provide information.

Recreational Riding – US Forest Services trails, poker rides, paper chase rides and ride/tie.

Research Projects – Vet Schools, Morris Animal Foundation, equine drug suppliers, over-the-counter remedies, etc.

Sales – Government licenses, private treaty sales, silent sales, and consignment sales. Necessary staff and paperwork required.

Seminars – Discussion without live horses, classroom atmosphere, any sue films, slides, videos, etc.

Show Grooming – clipping, bathing, specialties and supplies.

Show Officials – Contracts, when to hire officials and staff, who should hire judges, stewards, vets, etc.

Speakers – Refer to Chapter VII, How to Find your Experts/Resources

Stallion service auction – how to: solicit stallions, advertise, negotiate contracts and agreements and develop bidders.

Stress – how to lessen stress on foals, mares, show horses and pleasure horses and even people.

Tack/Equipment – maintenance, how to buy, how to fit, etc.

Tours – tour of barns, farms, vet hospitals, colleges, etc.

Trail Riding – how to locate trails and prepare for rides

Training your leaders – Youth Department of AHA, 4-H (county and state), FFA (county and state) and colleges with equine programs and short courses.

Transportation – commercial hauling, buying the right trailer and equipment, safety, etc.

Vacation with horses - Travel agencies, US forest Service, State, county and local parks, local Chamber of Commerce, horse motels, bed and breakfasts, etc.

Veterinary – care, maintenance, breeding, vaccinations, and health problems

Veterinary Schools - Admission policies, short courses and hospitals.

YOUTH TOPICS

4-H, FFA and Pony Clubs - Refer to Chapter VII, How to Find your Experts/Resources

Activities for non-horse owners – Art contests, essay contest, judging contests, stick horse, photo contest, etc.

Career Options - farrier schools, Vo/Ag Tech schools, colleges, graduate schools, apprentice programs.

Choosing the right horse – consult vets, and trainers to determine suitability of horse to rider.

Dress for success – correct equipment, make-up, attire and hair.

Equitation – can be a lecture or hands on clinic, patterns, proper equipment, etc.

Essay – determine subject and number of works, using a college English class, etc. to grade well ahead of event.

Hippology – contest using large signs to identify questions about horses or equipment.

Responsibility of horse ownership – maintenance, vet care, farrier care. etc.

Riding for fun – trail rides, gymkhana.

Stick horse – instructions, supplies, designs, staff, etc.

Team events – Youth judging team, Youth Nationals, team penning, etc.

Youth Bowl – Two panels with buzzers, in question and answer format.

SOCIAL ACTIVITIES**General**

Banquets - Size, reservations, facilities, planning, menu costs, etc.

BBQ/Pig Roast – contact local provider for costs and help.

Calcutta – may include dinner, pizza party, dance, refreshments or video. Will need auctioneer and ring men.

Coffee Breaks, Coke Breaks, Continental Breakfast – sponsor, time and location.

Dancing – live band, records, DJ, instructions, locations, time, etc.

Fashion show - riding clothes manufactures, distributors, and retailers will assist with materials and clothing. Use local members as models.

Fortune Tellers – Check yellow pages

Ice Cream Social – Location, sponsor, quantity, time and costs.

Pizza Party – how many, cost, drinks, sponsor and location.

Tours – Barns, farms, vet clinic.

Trail rides – check with state groups, local farms, and US National forest Services, state game lands and local 4-H agents.

Wine and Cheese Party – time, location, legal responsibilities for alcohol, cost, etc.

SOCIAL ACTIVITIES YOUTH

Costume parties – Halloween, funny costume, toga, etc.

Dances – street or barn dance, which could be held in arena, fire halls, etc.

Games – softball, volleyball, football, etc.

Hay rides – check with yellow pages

Magicians/Clowns - check with yellow pages

Splash/Swim parties – contact hotels or private homes.

Trail rides - check with state groups, local farms, and US National forest Services, state game lands and local 4-H agents.



CHAPTER 2

SITE

SELECTION



Site Selection

The following types of facilities are listed for your help in choosing the best facility for the most successful event possible. When selecting a site, you might want to consider: weather and time of year, local volunteer help, housing, participation of local public agencies, and whether you want to use live animals or classroom type atmosphere, or a combination of both. Other major events conflict with you event could be disastrous. Try to pick the location of your event in a heavily populated area. Families will be more apt to make an afternoon outing of your event if it is close by. If you are planning on flying in experts, try to locate close to a major airport because this will help to control your costs. For your convenience, refer to the checklist at the back of this manual for site selection. Following is a list of some of the different types of facilities you might use predicated on the type of event your group will decide to put on.

- Churches
- Coliseums
- Community Centers
- Convention Centers
- Equine Facilities/Show Grounds
- Extension Offices
- Farms
- Fire Departments
- Hotels
- Malls and Public Meeting Rooms
- Museums
- Race Tracks
- Schools/Colleges
- State and County Fairgrounds
- Veterinary Clinics
- VFW/Legion Posts

Sample – Facility Flow Chart

NOTES

AHA Club

Thursday March, #, 20__ - Saturday March #, 20__

Code Horse

Contact	Jane Doe % Any Facility Any address Horsetown, St, Zip
Sales Manager	Barbara Bangs
Catering Manager	Doug Soup
Convention Manager	Steve Serdar
Exhibit Services	Freeman Decorating
Reservation Made by	Cards
Room Rates	single 99.99 double 109.00
Rooms picked up as of	(date) (date)
Blocked	M/D M/D
Pickup	M/D M/D
Billing instructions	Master bill for organized function Individuals pay own incidentals
Comp Room	1 per 50 rooms
Authorized signature to master account	Jane Doe John Smith

Arrival/Departure pattern:

Front office reservations note:

Scheduled food and Beverage functions

Day/Date	Time	Function	Room	Count
Friday M/D/Y	7 am – 9 am	Reception	Meeting	225
Friday M/D/Y	Noon	Luncheon	Lunch Room	225
Friday M/D/Y	8 pm – 11 – pm	Dinner	Banquet Hall	225
Saturday M/D/Y	7 am – 9 am	Cont. Breakfast	Break Room	225

Outlets: Should not make any major effort

Meeting note:

Lunchroom Note:

Banquet Hall Note:

Break Room Note:

Engineering Note: Electrician will be needed to run outlets for Exhibits on (day/date/time). There are only ## booths; only electrical outlets will be required. Group will not give us orders in advance but there shouldn't be much ordered.

PBX Note: Be aware of scheduled functions

SECURITY NOTE:

**Hyatt Regency O'Hare
Program**

File # _____

_____ Definite
 _____ Tentative
 _____ Revised

Organization name Arabian Horse Club of Filly Town
Function Name Mini Convention

Date M/D/Y	Contact person	Phone Number/Extension
Sales Manager	Barbara Bangs	123-123-1234
Catering Manager	Doug Soup	123-123-2345
Convention Manager	Steve Serdar	123-123-3456

Day/Date			Attendance
Time	Function	Room	& Set up

Thursday, March #.####

8am - 24 hours	Set up exhibits	Garage	
----------------	-----------------	--------	--

Friday, March ##,####

8:00 am - 6:00 pm	Set up Exhibits	Garage	
2:00 pm - 8:00 pm	Registration	Registration Booth B	
6:00 pm - 9:00 pm	Exhibitors boots open	Garage	24 booths
7:00 pm - 11:00 pm	Reception and Cocktails	Garage	200 ppl
8:30 pm - 10:00 pm	Fashion Clinic	Garage	200 ppl

Saturday March ##,####

8:00 am - 9:00 am	Registration	Booth B	
9:00 am - 6:00 pm	Meeting	Forum	225 ppl
T/S			
12 noon - 7:00 pm	Exhibit booths	Garage	
7:00 pm - 8:00 pm	Reception	Garage	225 ppl
8:00 pm - 11:00 pm	Dinner/Auction	Forum	225 ppl

Sunday March ##,####

8:00 am - 9:00 am	Cont. Breakfast	Garage	200 ppl
9:00 am - 12:30 pm	Meeting	Forum	200 ppl

Arabian Horse Club of Filly Town
Schedule of Events

Thursday, March #.####

8:00 am - 24 hours	Garage	Have area completely clear and clean. Freeman Decorating (contact name) will be setting pipe and drape (white & Blue) and carpet (gray) throughout hall. 24 booths (diagram attached)
EXHIBIT SET UP		
8:00 am - 24 hours	Booth B	Have booth lean and available for storage items
REGISTRATION		

Engineering note : Need Cufflock

**Arabian Horse Club of Filly Town
Schedule of Events**

NOTES

Friday March ##,####

24 hrs – 3:00 pm

Registration

Booth B

Each booth should have 1 – 6' skirted table. Skirt in blue and 2 chairs

Engineering Note:

Electrician should be available during am for electrical outlet requests
Booth should be cleaned and cufflocked.

Registration starts at 3 pm till 8 pm

6:00 pm – 11:00 pm

Garage

See catering for details

**Arabian Horse Club of Filly Town
Schedule of Events**

Saturday March ##, ####

8:00 am – 9:00 am

Registration

Booth B

Reset

8:00 am – 9:00 am

Cont. Breakfast

Exhibit area

See catering for details

9:00 am – 6:00 pm

Meeting

Forum

Set R/s style for 225. Gray tablecloths, VIP setup.
Refresh at 10:30 am, 1:15 pm, and 3:30 pm. Have standing podium with mic and light

Engineering Note

1 –ST/POD/MIC with light

12 noon – 7:00 pm

Exhibits

Garage

Area should be clean

7:00 pm – 8:00 pm

Registration

Exhibit area

See catering for details

8:00 pm – 11:00 pm

Dinner/Auction

Forum

See catering for details

**Arabian Horse Club of Filly Town
Schedule of Events**

Sunday March ##, ####

8:00 am – 9:00 am

Cont Breakfast

Exhibit Area

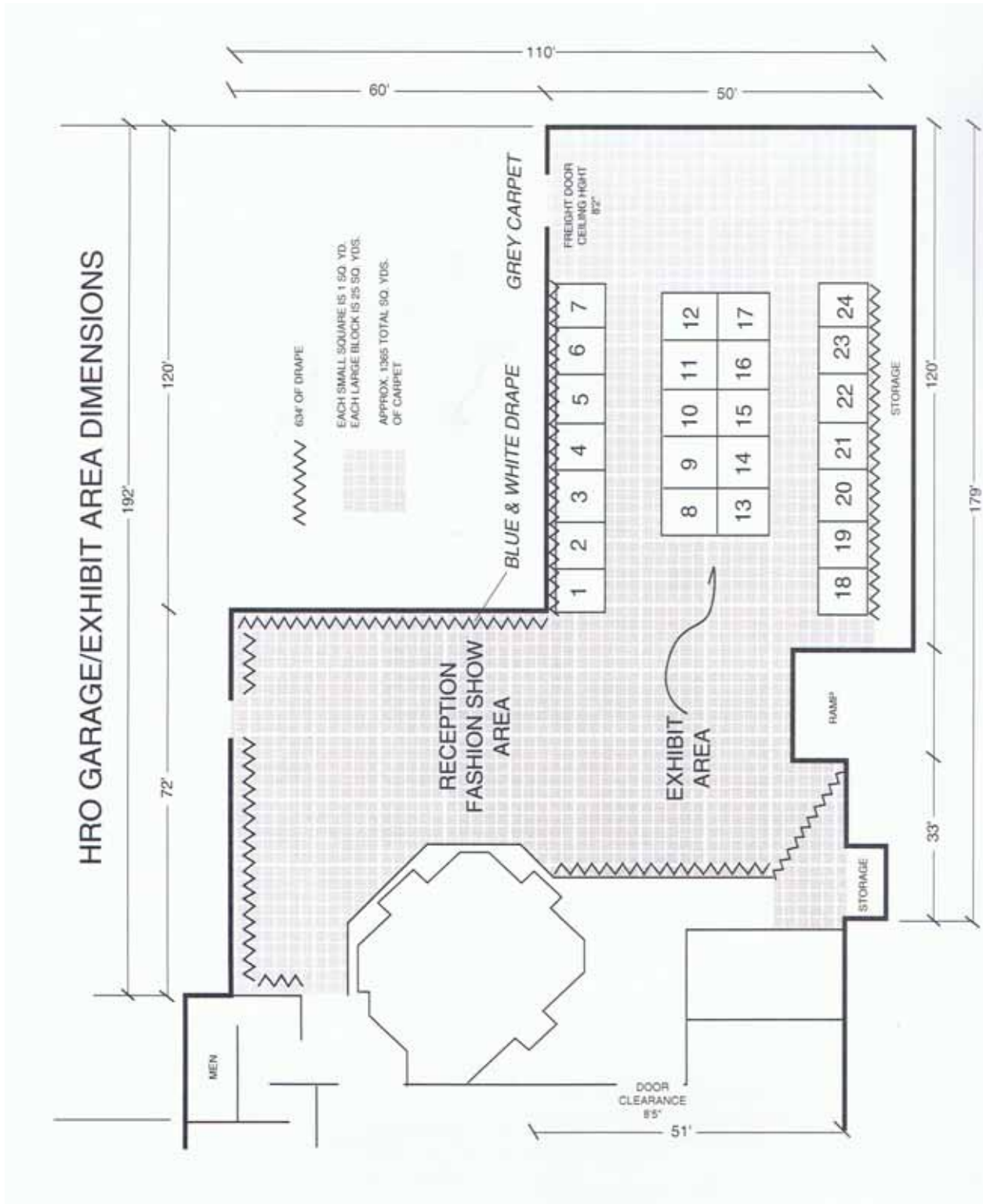
See catering for details

9:00 am – 12:30 Pm

Meeting

Forum

Set S/R for 225 ppl.
Standing podium





CHAPTER 3 BUDGETS AND FINANCING



Section A Budgeting Goals

Establishing a budget is a very important element of event planning. The process should recognize the primary purpose(s) or objective(s) to be achieved. Purpose and existing circumstances will help determine whether there is a need to make a profit. Break even or even be willing to experience a controlled loss.

The following three approaches may help to illustrate optional ways to develop a budget.

Concepts to consider

1. Show acceptable Profit
 - a. Must have up front money (i.e. "seed money") on hand and commitments from sponsors, patrons and commercial exhibits.
 - b. May not be dependent on admission or other unknown revenues.
2. Break Even – High possibility of breaking even or showing slight profit.
3. Cover Cost regardless of amount
 - a. Many organization have adequate funds to be able to completely underwrite such events, justified by the fact that they are providing a valuable service to their members.
 - b. Breed promotion is the primary goal of many organizations

Section B Drafting a Budget

Elements of a budget

1. Assets

- a. Cash on hand ("seed money" on hand from clubs, regions, prior events, etc)
- b. Admissions
- c. Patrons/donors
- d. Advertisers
- e. Sponsors (corporations, regions, clubs, etc)
- f. Commercial exhibits
- g. Other
 - i. Auctions
 - ii. Raffles
 - iii. Food and beverages, etc
 - iv. State Dept or Agriculture
 - v. Donations
 - vi. Art auctions
 - vii. Community grants
 - viii. Ag/Tech school (speakers, etc)
 - ix. Promotional merchandise
 - x. Banquets (ticket sales)
 - xi. 4-H and FFA Clubs
 - xii. Use your imagination

2. Liabilities (Expenses)

- a. Facility preparation
 - i. Shavings needed beyond those contractually provided
 - ii. Decorations/decorator
 - iii. Extra costs if any for ring surface preparations
 - iv. other
- b. Speakers
- c. Equipment
 - i. Audio
 - ii. Video
 - iii. other
- d. Office supplies/postage/telephone
- e. Advertising
- f. Food and beverage
- g. Decorations
- h. Staff/volunteers
- i. Printing
- j. Gratuities
- k. Insurance

3. Net Profit or Loss (assets minus liabilities)

Note: An Excel spreadsheets are very handy when preparing budgets.

NOTES



CHAPTER 4
REGISTRATION
FOR FAIRS,
SEMINARS AND
MINI-CONVENTIONS

Section A Planning your registration information

NOTES

It is important when making your registration forms to be specific and include all areas of your event, i.e. clinics, horses shows, patron programs, etc.

The following samples of successful forms from previous events should be used as a guide and the tailored to your specific needs.

SAMPLE FAIR OR MIN-CONVENTION PROGRAM BOOKLET

Contact: Jack Johnson, (123) 456-7890 day or evening

Advertising fees: 150.00 Full page
75.00 half page
250.00 full page inside front or inside back covers
450.00 full page back outside cover

All ads are black and with only. All ads must be delivered to Jack Johnson no later than (date) and must be completely camera ready to qualify for the above price. Only full, half and quarter size space will be sold. Business cards submitted for ads may be enlarged in size. Cover of the program will include the fair or mini convention logo. Booklet pages will be 8 1/2" by 11" in size. Information (agenda, art auction times, hotel information, lists of speakers and patrons, raffle information and commercial exhibitors) will be provided to each seminar attendee at registration time, as well as all sponsors and advertisers.

Reprints are available of all full and half page advertisements. Order must be made at time of ad placement.

80.00 –	250
90.00 –	500
100.00	1000
125.00	2000
140.00	2500

Inclusion of flyers or brochures in the mailing to over 5000 attendees is \$200.00. 5,000 brochures or flyers must be provided. Absolute deadline (date).

SAMPLE YOUTH BOWL/HIPPOLOGY COMPETITION

Contact: Sue Smith (312) 111-2222 or suesmith@anyemail.com

Fee: \$25.00 (Fee is included in Youth Seminar fee but youth must be pre-registered to compete)

Includes: Admission to all lectures and panel discussions, as well as all open events. Youth also have the opportunity to compete in the Youth Bowl and hippology Competition to be held Saturday (date) from 8:00 am to noon. Youth must check in by 8:00 am Saturday morning for schedules. Ribbons (through tenth place) and prizes will be awarded to the top individual in each of the two age groups; 13 & under and 14 – 17. First place youth in each age group will win a registered purebred Arabian gelding. Teams will also be ranked and team prizes awarded for the first three teams placing in each age group.

Geldings have been generously donated by Arabian Breeder. This competition is not limited to Arabian horse Club youth. Other organizations and 43-H should be encouraged to attend and compete.

SAMPLE ART AUCTION

CONTACT: JUNE JACKSON (123) 456-7890

FREE ADMISSION OPEN TO THE PUBLIC

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

INCLUDES: Approximately fifteen pieces of artwork will be auctioned to the highest bidder, No reserve.

NOTES : Prices paid last year ranged from 30.00 to 2,500.00. A number of widely acclaimed Arabian horse artists will be represented with original oils, water colors, bronzes, jewelry and other works. Auction Items will be displayed in the Commercial Exhibit area on Friday and Saturday prior to the auction.

SAMPLE FASHION SHOW

CONTACT: JANE JACKSON (123) 456-7890

FREE ADMISSION OPEN TO THE PUBLIC

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

INCLUDES: Approximately 30 – 45 minute presentation of various attire for English, Western, Hunter and more.

Services donated by Arabian Fashion Inc.

SAMPLE BANQUET/RECEPTION

EVENT: Annual Banquet

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

Date: and time ??????

Call or return this form by (date) to:
Mary Smith , 123 Any Street, Colt Town, Any State 12345
(123) 321-1234

FEE: \$45.00 Adults (50.00 after (date))
_____ New York Strip
_____ Chicken Marsala
30.00 Youth (35.00 after (date))
_____ New York Strip
_____ Chicken Marsala

INCLUDES: Free hors d'oeuvres before dinner (cash bar).

SAMPLE RAFFLE

NOTES:

**Don't forget our fabulous Raffle!
Buy your tickets Early!
Please Join us in Thanking the Generous Donors!**

Proceeds for this raffle to toward _____

Contact: John Smith (home) 456-654-1234 or (office) 456-654-7890

The AHA CLUB Raffle Prizes Include:

- Custom Show Halter. Donated by Show Halter Inc. (value\$\$\$)
- Sculptured Farm Sign by Farm Signs Unlimited – Custom made for your farm, home or business. Donated by Farm Signs Unlimited (value\$\$\$)
- An English or Western Saddle (your choice) Donated by The Best Tack Shop, Anytown, USA (value\$\$\$)
- Deluxe Escape Weekend for Two. Donated by Any Hotel, Any Town, USA. (value\$\$\$)
- Silver Necklace, Donated by Jewelry Supply Ltd. (value\$\$\$)
- \$50.00 Gas Card, Donated by Anyone
- \$250.00 Gift Certificates. Donated by Best Event Vendor you can apply toward your purchase at Best Event Vendor.

Ticket available at the AHA Club Booth or from any AHA Club Member

Donation: \$1.00 per ticket or \$5.00 for a book of 6

Drawing will be held Sunday afternoon at the AHA Club Annual Arabian Horse Show (date)

Winners need not be present!

SAMPLE SEMINAR

CONTACT: JANE DOE (222) 222-3333 for registration.

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

Date: and time ??????

Fee:	Early Bird (By (date)	After (early Bird Date)
	55.00 Adults	65.00 Adult
	25.00 Youth (18 & under)	35.00 Youth (18 & under)

Includes: Admission to all lectures and panel discussions. To all open events (i.e., Commercial Exhibits Booths, Art Auction, etc): Coffee, Tea and pastries each morning. Soft drinks during the lunch break. All bars as strictly cash bars. Each attendee is responsible for their own lunch.

NOTES:

On the back of this form is a waiver for the participant.

SECTION B SAMPLES OF REGISTRATION FORMS

SAMPLE SEMINAR/DEMONSTRATIONS

**Region 00
Seminar & Demonstrations**

**With Mr. Performance Trainer – Performance and
Mr. Halter Trainer – Halter**

**Location: Mary Jane Doe Stable's
123 Filly St , Anytown, Anystate, 00000**

**Date Saturday (date) and Sunday (date)
9 am - Western Demo
10 am – English Demo
Halter Demo both days after the performance demo**

Riders Name _____ AHA # _____

Address _____

City _____ State _____ Zip _____

Horse's Name to be used in clinic _____

Horses Age _____

COST

Performance	\$100.00 Region 00 members	\$150.00 non-members
Halter	\$75.00 Region 00 members	\$100.00 non-members
Audit/Spectator (each day)	\$15.00 Region 00 members	\$20.00 non-members

Membership cards must be presented to get discount.

Please select which clinic/s and day/s you would like:

Performance	Saturday (Date)	Sunday (Date)	Amount Due: _____
Halter	Saturday (Date)	Sunday (Date)	Amount Due: _____
Audit/Spectator	Saturday (Date)	Sunday (Date)	Amount Due: _____

There will be a limited number of stalls available for those needing overnight accommodations. Stalls will be \$\$\$\$ per night.

Each clinic will run for approximately one hour.

Please be ready to begin at your designated time.

You may call after (DATE) for your clinic time.

All clinic times will be on a first come first serve basis and every effort will be made to ensure everyone will have a spot ***HOWEVER*** Reservations must be RECEIVED no later than (DATE).

Reservations received after (DATE) will be subject to time slot availability.

Make Checks payable to REGION 00

Please mail to

Mary Jane Doe, 123 Filly St , Anytown, Anystate, 00000

Questions? Call 123-321-3333, Barn — 123-321-3334 for more information or email maryjanedoe@anyemail.com

SAMPLE HOTEL RESERVATION FORM

NOTES:

AHA CLUB SEMINAR (DATE)

NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

RESERVATIONS MUST BE MADE BY (DATE) TO GET THE SPECIAL AHA RATE
Please indicate number of rooms you wish to reserve:

_____ Single King @ 89.00/night
Arrival date: _____
Departure date: _____
_____Smoking or _____Non Smoking

_____ Double Queen @ 89.00/night
Arrival date: _____
Departure date: _____
_____Smoking or _____Non Smoking

If you want your room(s) guaranteed for late arrival (after 6:00pm) please include credit card information or a check for one night's deposit for each room:

Name on CC		
Credit card type (circle one) Visa Master Card Discover American Express		
Credit Card #		\$
Exp Date	CVS code	Signature
CC Billing address (include zip)		

**PLEASE MAIL TO:
ANY HOTEL
ANY STREET
ANYTOWN, 00000**

NOTES:

SAMPLE SEMINAR REGISTRATION FORM

FEES (per person)	By (Date)	After (Date)
Seminar (Adult)	\$\$\$\$	\$\$\$\$
Seminar/Competition (Youth)	\$\$\$\$	\$\$\$\$
Banquet (Adult)	\$\$\$\$	\$\$\$\$
Banquet (Youth)	\$\$\$\$	\$\$\$\$

LIST ALL NAMES	Check appropriate items	Amount
-----------------------	--------------------------------	---------------

1. Name _____	Seminar (Adult @ \$\$)	_____
Address _____	Seminar (Youth @ \$\$)	_____
_____	Banquet (Adult @ \$\$)	_____
Telephone _____	Banquet (Youth @ \$\$)	_____
Birthdate (youth only) _____	Youth Bowl/hippology	_____

2. Name _____	Seminar (Adult @ \$\$)	_____
Address _____	Seminar (Youth @ \$\$)	_____
_____	Banquet (Adult @ \$\$)	_____
Telephone _____	Banquet (Youth @ \$\$)	_____
Birthdate (youth only) _____	Youth Bowl/hippology	_____

3. Name _____	Seminar (Adult @ \$\$)	_____
Address _____	Seminar (Youth @ \$\$)	_____
_____	Banquet (Adult @ \$\$)	_____
Telephone _____	Banquet (Youth @ \$\$)	_____
Birthdate (youth only) _____	Youth Bowl/hippology	_____

Total _____

I belong to _____ Club in Region _____ If applicable.

I would like additional information on:

- Exhibit Space Patron Program
- Raffle Tickets Advertising in Program
- I am coming as a youth team

Team name _____

As parent and/or guardian for the above youth participant, I give my permission for him or her to accept the prize of an Arabian Horse should he or she win.

As parent and or guardian for the about youth clinic participant, I herby consent to accept responsibility for the participant of said Minor in this clinic. We agree to abide by the applicable terms and rules, and further agree that instructors and officials and their staffs will not be held responsible for any accident or damage to horses, property, or any participant or spectator. The exhibitors shall hold them harmless and indemnify them against any legal proceedings arising from any such accident of damage.

Signature of Parent and/or Guardian

SAMPLE FAIR REGISTRATION FORM

NOTES:

Registration

Please register me for the AHA Region 00 2010 Arabian Extravaganza at the Expo Center, Anytown, Any State, (Date).

Name _____

Address _____

City/State/Zip _____

Phone # _____

Registration Fees

____ Adult \$40.00 each (does not include Saturday evening meal) _____

____ Adults \$55.00 a day after closing of registration (date) _____

____ Juniors \$20.00 per day or 35.00 for both days
(does not include Saturday evening meals) _____

____ Saturday Night Meal \$15.00 per person (\$20.00 after (date)) _____

____ Sponsor \$150.00 each.
Includes one Adult package and Saturday night meal _____

____ Stallion Row \$250.00 per stallion.
Includes one Adult package and Saturday night meal. _____

____ Commercial Exhibits \$75.00 - 10 X 10 space _____

Total submitted _____

Fees are payable in advance to Region 00:
C/O: (Contact info with address phone and email)

Hotel Information

Make your reservations early - Special room rates at:

1. Any Hotel, Any City, Any State 00000 Phone 111-222-3333
2. Any Hotel, Any City, Any State 00000 Phone 222-333-4444

REGION 00 STALLION SERVICE AUCTION

TO ALL MEMBERS OF REGION 00

Region 00 has an exciting Regional Futurity and Youth Benefit program. Region 00 Stallion owners have generously donated breedings to be auctioned at the Region 00 Extravaganza in Any Town on (date). Proceeds from the auction will be divided equally between a Regional Futurity and a Youth Foundation to benefit the Youth of Region 00. Details of the program are attached.

You can benefit in three ways:

1. Buy one or more breeding to these fine stallions for a (year) breedings for your mares.
2. Gain entry to an exclusive Futurity. There is no entry except through these breedings.
3. Help Fund the Region 00 Youth Foundation

A list of the stallion services available and their advertised stud fee is attached. We encourage all bidders to be present at the auction at the Extravaganza or be represented by an agent. However, if it is not possible, we have designated a proxy bidder. You may phone or mail instruction on your bid. You can designate a maximum bid on a stallion.

SAMPLE - PARTICIPANT REGISTRATION FORM

PARTICIPANT REGISTRATION

PLEASE ENCLOSE COPY OF 1993 NEGATIVE COGGINS & HORSE'S REGISTRATION PAPERS!

Your Name _____ Nickname _____ Birthdate ____/____/____ (Jrs.)

Address _____ Phone (____) _____ Sex M ____ F ____

Horse Name _____ Reg. # _____ Age _____ Height _____ Sex: M G S

Prefer to be stabled near:

JRS. COMPLETE THIS SECTION

1. _____
2. _____
3. _____

INSTRUCTIONAL SESSIONS: Write numbers 1 through 6 to indicate your order of preference and place in the appropriate column.

	Beginner	Intermediate	Advanced
Country Pl. Horse			
Eng. Pl. Horse			
Wes. Pl. Horse			
Hunter			
Halter			
Trail			
Youth Judging			

Deduct \$20.00 if member of your immediate family is signed up for a Games Package at Full Rate.

SCHOOLING SHOW: Classes Entered

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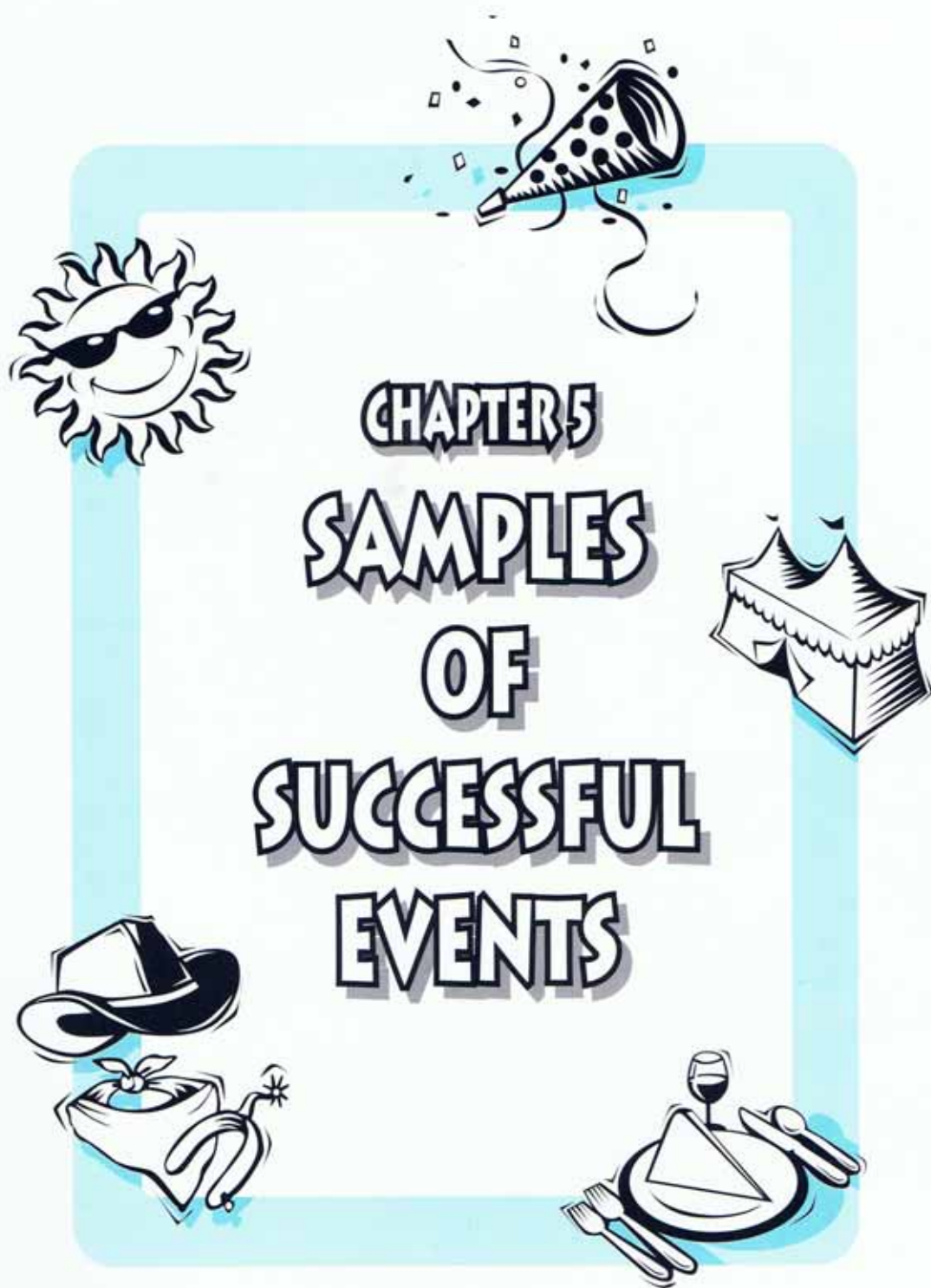
Parent/Guardian _____ Address _____
 Phone (____) _____ Will parent be at Games? _____
 If not, where can they be reached? Phone (____) _____
 Family Doctor _____ Phone (____) _____
 Attach list of allergies or health problems which may be helpful to chaperones in case of emergency.

AS PARENT AND/OR GUARDIAN FOR ABOVE YOUTH CLINIC PARTICIPANT, I HEREBY CONSENT TO ACCEPT RESPONSIBILITY FOR THE PARTICIPATION OF SAID MINOR/JUNIOR IN THIS CLINIC, AS SAID MINOR, AND AS PARENT AND/OR GUARDIAN OF SAID MINOR, WE AGREE TO ABIDE BY THE APPLICABLE TERMS AND RULES, AND FURTHER AGREE THAT INSTRUCTORS AND FAIR-GROUNDS OFFICIALS AND THEIR STAFFS WILL NOT BE HELD RESPONSIBLE FOR ANY ACCIDENT OR DAMAGE TO HORSES, PROPERTY, OR ANY PARTICIPANT OR SPECTATOR. THE EXHIBITORS AND SPECTATORS SHALL HOLD THEM HARMLESS AND INDEMNIFY THEM AGAINST ANY LEGAL PROCEEDINGS ARISING FROM ANY SUCH ACCIDENT OR DAMAGE.

Signature of Minor _____ Birthdate _____ Age _____
 Address _____ City/State/Zip _____
 Signature of Parent/Guardian _____ Date _____
 Horse Owner _____

GAMES FEES: (see Prize List for explanation)

Package I \$ _____
 Package II \$ _____
 Package III \$ _____
 Youth Judging Package I \$ _____
TOTAL FEES: Transfer to Show Entry Form \$ _____



SAMPLE 1

**THURSDAY, (DATE)
YOUTH JUDGING**

Friday (Date)

7:30	Meeting of all Clinicians and Assistants
8:00 – 9:00	Breakfast for Youth w/Clinicians
9:00 – 9:30	Procedures for Entering a Horse Show (entry forms, etc)
9:30 – 10:30	Halter
10:30 – 11:30	Dressage *
11:30 – 12:30	Country English Pleasure *
12:30 – 1:30	Lunch
1:30 – 2:30	Western Pleasure *
2:30 – 3:30	Trail*
3:30 – 4:30	Equitation*
4:30 – 5:30	Show Hack*
5:30 – 6:30	Hunter Pleasure*

Friday Evening**Fun Classes**

Funny Costume
Stick Horse
Ride-A-Buck
Boot Race

Saturday

8:00 – 9:00	Grooming (tacking up for work or show)
9:00 – 10:00	Dressage*
10:00 – 11:00	Sport Horse in hand
11:00 – 12:00	Sport Horse under Saddle*
12:00 – 1:00	Lunch
1:00 – 2:00	Hunter Pleasure*
2:00 – 3:00	Equitation*
3:00 – 4:00	Working Hunter/Jumper*

*Participants in these clinics will be evaluated and divided into groups according to level of experience; indoor and outdoor rings will be used.

**SATURDAY (DATE) 4:00 PM
APPROVED DRESSAGE SHOW
HUNTER/JUMPER SHOW**

**SUNDAY (DATE) 8:00
AHA & USEF APPROVED SHOW**

SAMPLE 2

Notes:

FRIDAY (DATE)		
2:00 – 8:00 PM	Seminar Registration	Lobby Level
4:00 – 6:00 pm	AHA Club A Business meeting	Green Room
4:00 – 6:00 pm	AHA Club B Business meeting	Red Room
5:00 – 11:00 pm	Exhibitors Booths Open	Exhibit Hall
7:00 – 11:00 pm	Reception & Cocktails (cash bar)	Banquet Hall
9:00 – 9:45 pm	Fashion Show	Banquet Hall
Saturday (Date)		
8:00 – 9:00 am	Compimentary Coffee & Pastries	Exhibit Hall
8:00 – 11:00 am	Seminar Registration Lower level	Regisrtation Booth
8:00am – 8:00 pm	Exhibitors Booths Open	Exhibit Hall
8:30am – 1:00 pm	Youth Bowl & Hippology	Red Room
9:00 – 10:30 am	Training & Showing the Halter Horse Panel members (Name) (Name) (Name) Moderator (Name)	Banquet Hall
10:30 – 10:45	Short Streach Break	
10:45 – noon	Training & Showing the Performance Horse Panel Members (Name) (Name) (Name)	Banquet Hall
Noon – 1:00 pm	Lunch (Attendees Expense)	Hotel Restaurants
1:00 – 2:30 pm	Here comes the Judge ... Level Panel Members (Name) (Name) (Name) (Name)	The Fourm 2 nd
1:00 – 2:30 pm	Youth Programs Western & Reining Seat Panel Members (Name) (Name) (Name)	Banquet Hall
1:00 – 2:30 pm	Youth Programs English & Saddle Seat Seat Panel Members (Name) (Name) (Name)	Banquet Hall
2:30 – 3:50 pm	Youth Programs English & Saddle Seat Seat Panel Members (Name) (Name) (Name)	Banquet Hall

NOTES:**SAMPLE 2 CONT.**

2:30 – 3:50 pm	Youth Programs English & Saddle Seat Panel Members (Name) (Name) (Name)	Banquet Hall
3:50 – 4:00 pm	Short Streach Break	
4:00 – 5:30 pm	Arabian Racing Panel Members (Name) (Name)	The Green Room
4:00 – 5:30 pm	Dress for Success Speakers (Name) (Name)	The Blue Room
5:00 – 6:00 pm	The Arabian Horse Association Future of AHA AHA President & Vice President Region 00 Director All other memebers of AHA BOD who are present	The Forum
7:00 – 8:00 pm	Reception & Coctails (cash bar) Open to banquet ticket holders only	The Banquet Hall Lobby
8:00 – 10:00 pm	Dinner & Party Tickets required	The Banquet Hall
9:30pm	Art Auction	The Banquet Hall
Sunday (date)		
7:30 – 8:30 am	Compimentary Coffee & Pastries	Exhibit Hall
7:30 – 2:00 pm	Exhibitors Booths Open	Exhibit Hall
8:30 – 10:30	Form to Function (Speaker/s)	The Forum
10:30 – 10:40	Short Break	
10:40 – noon	Stress and the Arabian Horse (Speaker/s)	The Forum
Noon – 2:00 pm	AHA club Meeting	The Forum

SAMPLE 3

NOTES:

Saturday (Date)	
8:30 am	Registration Coffee & Pastries – Donated by (name)
10:00 am – 11:00 am Willows Merriweather Temmara	Conformation as it relates to unsoundness - (Speaker/s) Normalizing the Fexor Muscle Deformity – (Speaker/s) Equine Sports Massage Therapy – (Speaker/s)
11:15 am – 12:15 pm Willows Belmont Merriweather	The Effects of High vs Low Grain Diets – (Speaker/s) You and your Arabian Sport Horse – (Speaker/s) Causes and Cures for Equine Dental Problems – (Speaker)
12:30 pm – 1:50 pm	Lunch Welcome – Region 00 Director
2:00 pm – 3:00 pm Merriweather Willows Belmont	Conformation as it relates to unsoundness - (Speaker) Hunter Pleasure Riding – (Speaker) Equine Sports Massage Therapy – (Speaker/s)
3:00 pm – 4:30 pm Merriweather Belmont	Fitting Saddles, Bridles and their related problems– (Speaker/s) Causes and Cures for Equine Dental Problems – (Speaker)
4:30 pm – 5:00 pm Willows	AHA Judges School for Exhibitors and Spectators New Halter Scoring, English, Country English, Hunter Pleasure
4:30 pm – 5:30 pm Temmara President)	Youth and the Arabian horse (Youth of the Year or AHYA
6:00 pm	Social (cash bar)
6:30 pm	Banquet (entertainer)
Sunday (Date)	
8:00 am	Registration Coffee & Pastries - Donated by (Name)
9:00 am – 10:00 am Merriweather Belmont	Fitting Saddles, Bridles and their related problems– (Speaker/s) Normalizing the Fexor Muscle Deformity – (Speaker/s)
9:00 am – 10:30 am Willows	AHA Judges School for Exhibitors and Spectators Western Pleasure, Reining & Showmanship
10:30 am – 11:30 pm Merriweather Willow Temmara	The Effects of High vs Low Grain Diets – (Speaker/s) Today's Amateurs in the Arabian World (Panel of Speakers) AHA Youth Seminar (with handout material)
11:45 am – 12:50 pm	Lunch – Lunch available at the hotel – reservations suggested.
1:00 pm	Region 00 Delegates Meeting (Public Welcome)

SAMPLE 4

NOTES:

Friday (Date & Location)	
1:00 PM – 8:00 PM	Registration – Get Settled
6:00 pm	Dinner Relax & Get Acquainted
6:30 am	Feed Horses
7:00 am	Breakfast
Instruction Sessions:	
8:00 – 9:00 am	1 st Session
9:45 – 11:15 am	2 nd Session
11:30 am – 1:00 pm	3 rd Session
1:00 – 1:45 pm	LUNCH
1:45 – 3:15 pm	4 th Session
3:30 – 5:00 pm	5 th Session Cool Down & Feed Horses
6:00 PM	Dinner
7:30 – 9:00 pm	6 th Session
(Date)	
6:30 am	Feed Horses
7:00 am	Breakfast
8:30 am	Morning Show Session Lunch at the Fairgrounds Afternoon Show Session Cool Down & Feed Horses
6:00 pm	Diner
7:00 pm – 10:30	Evening Show Session
Sunday	
Until 4:30	Same as Saturday

Sample 5

Annual High Score Banquet Date & Location	
6:30 PM	Welcome - Finger Foods (Cash Bar)
7:00	Dinner
8:30 – 9:00 pm	High Score Awards Presented
9:30 - ???	Scott Trees - Equine Photographer A presentation of some of his favorite photos.

SAMPLE 6

NOTES

Saturday (Date) 8:30 am 6 Ribbons in all classes
NOT USEF Rated – Restricted to Clinic Participants Only.

Evry class covered by USEF rules and specifications will be judged in therwith. Please refer to Rated Show section of the prize list for all these class specifications. Horses may cross-enter English Pleasure and Country Pleasure Divisions in the **Schooling Show Only. Open to Junior Exhibitor and Amateurs ONLY.** Open to purebred and Half-Arabian Horses.

- S1. Halter *
- S2. Showmanship – 14 – 17
- S3. Showmanship 13 & Under
- S4. Western Pleasure AATR
- S5. English Pleasure JTR
- S6. Saddle Seat Equitation 17 & Under
- S7. Country Pleasure
- S8. Hunter Pleasure JTR
- S9. Hunt Seat Equitation 14 – 17
- S10. Hunt Seat Equitation 13 & Under
- S11. Hunter Pleasure – AATR
- S12. Sport Horse Under Saddle JTR

* Judged on handler's presentation of the horse to the judge, Conformation of horse not to count.

LUNCH BREAK

- S13. Trail Horse (outside arena)
- S14. Western Seat Equitation
- S15. Western Pleasure JTR
- S16. English Pleasure AATR
- S17. Country Pleasure JTR
- S18. Hunter Hack
- S19. Sport Horse Under Saddle AATR
- S20. Funny Costume – To be shown at a walk, trot or jog. Must stand quietly. Judged on originality of idea and/or humor of costume 70%, performance and manners 30%.
- S21. Egg & Spoon 17 & under – To be shown at any gait, reverse or back at judge's discretion. Gait must be maintained until changed. Any infomal attire may be worn; boots are mandatory: no chaps. Spoon to be held by thumb and index finger on ONE hand, not touching horse or rider. Judged on length of time egg is held on spoon.

USEF Rated Show: "A" Rated in all divisions
Saturday (Date) Aprox 3:00 PM

- 1. HA/AA Fillies 3 & Under
- 2. HA/AA Mares 4 & Over
- 3. HA/AA Champion Mare
- 4. HA/AA Geldings 3 & Under
- 5. HA/AA Geldings 4 & Over
- 6. HA/AA Gelding Champion
- 7. Arabian Yearling Fillies
- 8. Arabian Fillies 2 yrs old
- 9. Arabian Junior Champion Filly
- 10. Arabian Mares 3 Yrs old
- 11. Arabian Mares 4 & Over

Notes:

SAMPLE 6 CONT

12. Arabian Senior Champion Mare
13. Arabian Yearling Colts
14. Arabian Colts 2 yrs old
15. Arabian Junior Champion Colt
16. Arabian Stallions 3 Yrs old
17. Arabian Stallions 4 & Over
18. Arabian Senior Champion Stallion
19. Arabian Geldings 3 & Under
20. Arabian Geldings 4 & Over
21. Arabian Champion Gelding

YOUTH JUDGING CLASSES

Saturday (Date) 7:00 pm

22. HA/AA English Pleasure AATR
23. Arabian English Pleasure JTR
24. HA/AA Country Pleasure AATR
25. Arabian Country Pleasure JTR
26. HA/AA English Pleasure JTR
27. Arabian English Pleasure AATR
28. HA/AA Country Pleasure JTR
29. Arabian Country Pleasure AATR
30. HA/AA Hunter Pleasure AATR
31. Arabian Hunter Pleasure JTR
32. HA/AA Hunter Pleasure JTR
33. Arabian Hunter Pleasure JTR
34. HA/AA Western Pleasure AATR
35. Arabian Western Pleasure JTR
36. HA/AA Western Pleasure JTR
37. Arabian Western Pleasure AATR
38. Open Grooms Class

Sunday (Date) 8:30 am

39. Youth Showmanship 14 – 17
40. Youth Showmanship 13 & Under
41. Arabian Native Costume Open
42. HA/AA English Pleasure AOTR
43. Saddle Seat Equitation Open
44. Arabian English Pleasure AOTR
45. HA/AA Sport Horse AATR
46. Arabian Sport Horse JTR
47. HA/AA Sport Horse JTR
48. Arabian Sport Horse AATR
49. HA/AA Sport Horse AATR
50. Arabian Western Pleasure AOTR
51. HA/AA Country Pleasure AOTR
52. AHA Saddle seat Medal
53. HA/AA Western Pleasure AOTR
54. Arabian Country Pleasure AOTR
55. AHA Hunter Seat Medal
56. Western Horsemanship Open
57. HA/AA Hunter Pleasure AOTR
58. Arabian Hunter Pleasure AOTR

LUNCH BREAK

59. HA/AA Hunter Hack Open
60. Arabian Hunter Hack Open
61. HA/AA Native Costume Open
62. Arabian Country Pleasure Championship Open
63. HA/AA English Pleasure Championship

SAMPLE 6 CONT

64. Hunt Seat Equitation Open
65. AHA Western Horemanship
66. Ladies Side Saddle Open
67. Open Western Seat Equitation
68. Open Walk Trot
69. Arabian Western Pleasure Championship
70. HA/AA Western Pleasure Championship
71. AHA Reining Seat Medal
72. HA/AA Trail Open
73. Arabian Trail Open
74. HA/AA Hunter Pleasure Championship Open
75. Arabian Hunter Pleasure Championship Open
76. HA/AA Country Pleasure Championship
77. Arabian English Pleasure Championship
78. HA/AA Sport Horse Under Saddle Championship
79. Arabian Sport Horse Under Saddle

Stabling: Barns and 1 bale of shavings will be assigned to each participant in the Games. Tack stalls are available. Stalls may be occupied after 2:00 pm on Thursday and vacated by 8:00 pm Sunday. Participants in only the Rated Show may rent a box stall to be occupied after noon on Saturday and vacated by 8:00 pm on Sunday. Any exceptions to these rules must be made known to the Stable Manager. FEED AND HAY MUST BE PROVIDED BY ALL PARTICIPANTS – NOT AVAILABLE ON SHOW GROUNDS.

A farrier and veterinarian will be on grounds Saturday and Sunday and on call at other times. Phone numbers will be posted at the Show Office.

REFUNDS: Games package refund will be allowed up to the closing date less a handling fee of 25.00.

ARRIVAL AND REGISTRATION: Upon Arrival, report to the Stable manager. Upon assignment of your stalls, unload and tend to your horse. After your horse is properly stalled, report to the show office for registration.

The Games is offering a special discount for multiple entries from the same immediate family. Each additional entry which is a complete package will receive a \$20.00 discount off the package price. Family members of persons enrolled in a package will be able to attend all the sessions of the clinics at no charge.

We welcome anyone who would like to come to observe on Friday the day of clinics and instructions. The charge for the day is \$15.00.

**INSTRUCTIONAL SESSIONS
FRIDAY (DATE)**

There will be English Pleasure, Country Pleasure, Western Pleasure, Hunter Pleasure, Sport Horse Under Saddle, Showmanship, Halter and Trail. The Trail horse session will have a "practice" trail course set up for participants to work with their horses. The instructors will offer direction/advice to each individual to help improve. You may attend Two Session WITH YOUR HORSE and the rest of the sessions without your horse.

Youth Judging Clinic Instruction for youth interested in judging and participating in the Youth Judging Competition.

PLEASE list on your entry form the complete order of preferences for all the instructional sessions as you would choose them. The Games Management will select TWO for you to attend with your horse, making every effort to comply with your choices; however, selection will be made on a first come, first served basis. Some sessions may be taught by ability, so you are asked to complete the entry form accordingly.

Awards

Schooling show (restricted) – Six ribbons per class

Rated show – Cash or trophy and 6 Ribbons per performance class, 6 Ribbons per halter class

Prize money will be mailed within 30 days.

If there are three (3) or less entries in a class, prize money, if eligible **will not be paid**. Selection of any of the following Games packages includes 1 horse that will be named as Games horse that will be used in clinics, schooling show and A Rated show. Any additional horses may be shown in the A rated show at regular show fees.

Games package I

165.00

Includes:

Professional instruction for you and your horse in the clinics.

All classes entered in Saturday Schooling show

All Junior Exhibitor classes in the Rated show

20% discount on A rated show fees for Amateurs over 18*

Camper space with water, electricity 1:00 pm Thursday to 8:00 pm Sunday

Permanent box stall with door and 1 bale of shavings

Games High Point Award eligibility

PAHA High Point Awards eligibility (members only)

AHA Awards and Qualification Points (where applicable)

USEF Horse of the year points (where applicable)

Complete meal package Thursday Supper through Sunday Lunch

Free special Games t-shirt

Games Package II

135.00

Includes:

Same as above but no camper space

Games Package III - WITHOUT HORSE

75.00

Includes:

All clinics and instructional sessions

Complete meal package Thursday Supper through Sunday Lunch

Free special Games t-shirt

Youth Judging Package

35.00

Includes:

All clinics and instructional sessions

Complete meal package Friday & Saturday

Entry fee for Youth Judging Competition

Free special Games t-shirt

* Amateurs over 18 must pay rated show entry fees; however, those amateurs who are enrolled in the Games package will receive a 20% discount on the show entry fees for the horse they have entered in the clinics and schooling show. All other horses which they enter in the A rated show are charged at the regular show fees.

SAMPLE 7**2010 REGION 00 Arabian Extravaganza – (Date)
(Location)**

Region 00 is pleased to announce the Fourth Region 00 Arabian Extravaganza will be held (date & location). This event is similar to the AHA Fair but is being held on a Regional level. Please join us for a weekend of fun, information, education and companionship.

Schedule of Events**Friday (Date)**

4:00 – 8:00 Registration
 6:00 – 7:00 Region 00 Get Acquainted Party
 7:00 – 8:30 Presentation of Stallions
 Following Stallion Presentation Region 00 meeting

Saturday (Date)

7:30 - Registration
 7:30 – 8:30 Complimentary Continental Breakfast
 8:30 – 9:30 Western Seat Equitation and Western Riding Clinic (Clinician's name)
 9:30 – 10:30 Western Pleasure Horse Clinic (Clinician's name)
 10:30 – 12:00 Halter Clinic (Clinician's name)

 12:00 – 1:00 Complimentary box Lunch and Stallion Presentation

 1:00 – 3:00 English workshop (Clinician's name)
 English, Country English Pleasure & Park)
 3:00 – 4:30 Saddle Seat Equitation & Riding (Clinician's name)
 4:30 – 5:30 Clipping Demonstration (Clinician's name)

 5:30 – 6:30 Cocktail hour (free bar) Visit Stallion Row
 6:30 – 8:00 Stallion Service Auction
 8:00 Dinner

Sunday (Date)

7:30 Registration
 7:30 – 8:30 Complimentary Continental Breakfast
 8:30 – 9:00 Arabian Racing
 9:00 – 12:00 Western Pleasure Clinic

 12:00 – 1:00 Complimentary Luncheon & Advertising Clinic

 1:00 – 2:00 Hunter Pleasure Clinic (Clinician's name)
 2:00 – 4:00 Starting hunter Over Fences Clinic (Clinician's name)
 4:00 – 5:30 Sport Horse Clinic (Clinician's name)

Region 16 Fall Trail Ride

**Saturday, September 13 & 14,
2008**

(Location)

ALL BREEDS WELCOME

Affiliated with (Organization) and
(AHA Club)



REGISTRATION: Saturday Starts at 9:00 AM and ride out at will. Last rider out at 11:00 AM - no exceptions. Sunday stats at 9:00 am ride out at will. Last rider out at 10:30 am -no exceptions.

RIDE FEES: Region 16 members \$20.00 per day, non-members \$25.00 per day, youth (under 10) \$10.00 per day. Fees include morning coffee and donuts and a lunch. A lunch is guaranteed only to those who pre-register by September 5, 2008. Extra lunches may be purchased for \$5.00. Camping available Friday and Saturday evening for \$10 per night per trailer. Dinner for Saturday evening is extra and is \$7.50 per person **Due to limited parking you MUST pre-register by September 5, 2008.**

TRAILS: This ride will be an unjudged pleasure ride. The terrain will be varied: Dirt roads, Class 6 roads, woods trails. We recommend horses be shod.

DISTANCE: Saturday 15 and 20 miles, Sunday 15 miles.

LOCATION: (Location) Please plan to clean up after your horse. There are no trash receptacles - it is a "carry in, carry out" facility.

INFORMATION: Contact: (Name) (Phone & email)
Address

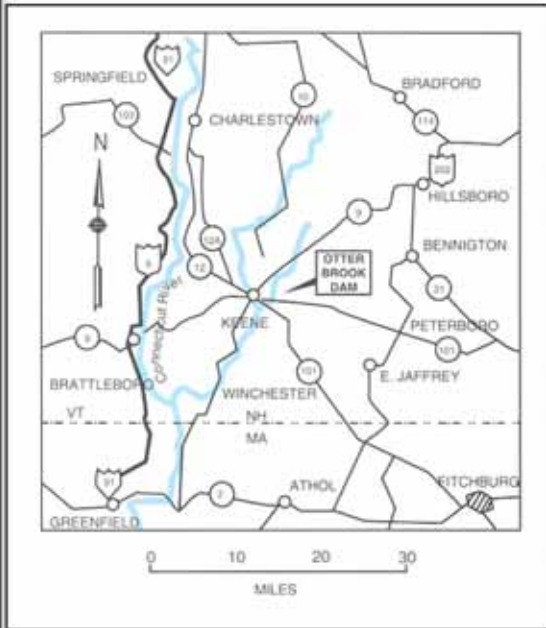
DIRECTIONS:

From the North: From 91 South take Exit 5 Westminster, VT/Walpole, NH Rt. 12 to Rt. 9 East then approximately 5 miles on Rt. 9 East. Signs say Otter Brook Rec. Area. From 93 south take 89 North to Rt. 202/9 West (left exit) toward Keene to Otter Brook Rec. Area.

From the South or West: From 91 North take exit 3 Brattleboro/Keene to Rt. 9 east approximately 25 miles.

From Mass. Rt. 2 west take Exit 24B to Rt. 140 North to Winchendon, MA - Rt. 12 to Keene. Rt. 12 intersects with Rt. 9 east then approximately 5 miles.

From the East: From 95 take Rt. 4 west to 93 South, 89 North to Rt 202/9 West toward Keene. Or follow 101 West to Keene. Intersect with Rt. 9 East and follow for approximately 5 miles.



****PLEASE PROVIDE PROOF OF NEGATIVE COGGINS WITHIN ONE YEAR.
RABIES AND CURRENT INOCULATIONS FOR FLU ARE ALSO ADVISED****

FOR SAFETY REASONS WE STRONGLY RECOMMEND A RED RIBBON IN THE TAIL OF HORSES THAT KICK, A GREEN RIBBON IN THE TAIL OF GREEN HORSES OR RIDERS AND A YELLOW RIBBON IN THE TAIL OF STALLIONS.

Sample 8 cont

Region 16 Fall Trail Ride
 Saturday September 13, 14, 2008
 (Location)

Name _____ Phone _____
 Address _____
 Town _____ State _____ Zip _____
 Horse (no nicknames) _____
 Region (00) member? _____ Club _____
 NEH&TA Rider # _____ Horse # _____ Camping? _____
 Allergies, Medical Issues _____

In case of emergency Please contact:

Name _____ Phone _____
 Coggins # _____ Date _____ State _____

MAIL TO: (Name)
 (address)
 (Phone & Email)

RIDE FEES:
 Region (00) members \$20.00 per day
 Non-members \$25.00 per day
 Youth (under 10) \$10 per day
 Camping \$10.00 per night
 Extra Lunch \$5.00 per lunch
 Dinner Sat night \$7.50

Checks payable to Region 00

WAIVER OF LIABILITY

Every entry at a recognized trail ride shall constitute an agreement that the person making it and the horse shall be subject to the rules of *(Fill in with your Association)*. It shall further constitute that every horse and rider is eligible as entered, and that the owner and his representative are bound by the decision of the hearing committee on any question arising under said rule and agree to hold harmless Region (00) of the Arabian Horse Association, *(Fill in with Sponsor & Facility)*, and their officials, directors, and employees for any action taken. I, my party, my heirs, further agree that if any damage is occasioned by, or injury or loss occur to myself or the horse entered, or to any vehicle or other article or possession that I may send with such horse, that I will make no claims, either now or forever thereafter. I further agree to indemnify forever the ride, Region (00) of the Arabian Horse Association, *(fill in with your organizations, Facility)* the State of *(State)*, the towns of *(list towns)* and any other property owners, public or private over whose land the ride may pass and any participants in the event against all claims, demands suits, and or loss or damage to any property or person caused by myself, my horse, my attendants or my vehicle. **I UNDERSTAND THAT TRAIL RIDING CAN INVOLVE BEING IN REMOTE AREAS FOR EXTENDED PERIODS OF TIME, FAR FROM COMMUNICATION, TRANSPORTATION AND MEDICAL FACILITIES; AND THAT THESE AREAS MAY HAVE NATURAL HAZARDS WHICH RIDE MANAGEMENT CANNOT ANTICIPATE, IDENTIFY OR MODIFY, OR ELIMINATE; THAT HORSES CAN BE EXCITABLE, DIFFICULT TO CONTROL AND UNPREDICTABLE; AND THAT ACCIDENTS CAN HAPPEN TO ANYONE AT ANY TIME. BY MY ENDORSEMENT ON THIS RELEASE I TAKE FULL RESPONSIBILITY FOR ANY AND ALL OCCURRENCES ON THIS RIDE. I FURTHER AGREE THAT IT IS MY RESPONSIBILITY TO HAVE CONDITIONED MY HORSE PROPERLY TO COPE WITH ANY TRAIL OR WEATHER CONDITION THAT MAY BE ENCOUNTERED.**

Signature: _____ Date _____

Please be advised: waiver must be signed by the rider, or by parent or guardian if the rider is under 18 years of age. In case of an injury, this authorizes Region (00) of the Arabian Horse Association, *(Sponsoring Organization)* or their agents to secure medical treatment that is needed for any minor child entered in this event with no liability whatsoever to Region (00) or the *(Your Organization)*. **A rider under 18 years must be accompanied by an adult, it is not necessary that the adult ride with the minor child, the adult must be present for the duration that the child participates.**

Signature of Parent or Guardian of minor child _____
 Date _____ Date of birth of minor child _____

Sample 9

The following is held in conjunction with a series of very successful schooling shows.



Meet and Greet The Arabian Horse!



From the ancient deserts of the Middle East evolved the oldest known breed of riding horse, the Arabian. Unparalleled beauty, a rich history and a unique ability to bond with their owners, make the Arabian horse an excellent choice for all equestrians! With their incredible stamina, gentle disposition, and intelligence, riders excel in most equine sports and activities, now it is one of the most popular breeds in America.

Meet an Arabian, the desert breed, see them in their Native Costume.

Time: Meet and Greet the Arabian tour approximately 11:30 AM

Native Costume demonstration approximately 12 PM

****Free Admission****



April 6	April 20	September 21	October 5
Hayes Equestrian Center	Double A Arabians	Connecticut Equine Center	Outback Stables
107 Norton Street	279 Watchaug Road	220 Takott Hill Road	538 Colonel Ledyard Hwy
Plantsville, CT 06479	Somers, CT 06071	Coventry, CT 06238	Ledyard, CT 06339
860-628-8044	860-749-4797	860-742-1900	860-596-6434
October 12	October 19	November 2	November 16
Double A Arabians	Hollywood Equine	Hayes Equestrian Center	Ray of Light Farm
279 Watchaug Road	156 Crystal Lake Road	107 Norton Street	232 Town Street
Somers, CT 06071	Ellington, CT 06029	Plantsville, CT 06479	E. Haddam, CT 06423
860-749-4797	860-794-4187	860-628-8044	860-873-1895

www.arabianhorseclubofconnecticut.org

SAMPLE 9 CONT

AHCC Open All Breed Schooling Show Series

March 15	March 29	April 5	April 19	May 3
Baldwin Stables	Bramble Hill	Hayes Equestrian Center	Double A Arabians	Outback Stables
108 Cedar Lake Road	291 Quassett Road	107 Norton Street	279 Watchaug Road	Colonel Ledyard Hwy
Deep River, CT 06417	Pomfret Center, CT 06259	Plantville, CT 06479	Somers, CT 06071	Ledyard, CT 06339
860-526-5989	860-974-2157	860-628-8044	860-749-4797	860-596-6434
August 9 Jumping	September 6	**October 25** Jumping	November 8 Jumping	TBA
CT Equine Center	Outback Stables	Hollywood Equine	Ray of Light Farm	Woodstock Equestrian
220 Talcott Hill Road	Colonel Ledyard Hwy	156 Crystal Lake Road	232 Town Street	60 Sheilds Rd
Coventry, CT 06238	Ledyard, CT 06339	Ellington, CT 06029	E. Haddam, CT 06423	Woodstock, CT 06281
860-742-1900	860-596-6434	860-794-4187	860-873-1895	860-974-0282

Registration at 8 AM

Show to start at 9 AM

Classes are \$10.00

1. PB & HA Halter	Lunch Break
2. Open Halter	24. TBA Games (type of game to be announced at each show)
3. Youth Fitting & Showmanship	25. TBA Games
4. Adult Fitting & Showmanship	26. TBA Games
5. Green Horse Walk/Trot/Jog	27. TBA Games
6. Green Horse Walk/Trot/Jog/Canter/Lope	28. Leadline Showmanship(Shown with tack)
7. Senior Horse Walk/Trot/Jog	29. Leadline Equitation
8. Senior Horse Walk/Trot/Jog/Canter/Lope	30. Leadline Pleasure
9. Open Walk/Trot/Jog Equitation	31. Green Horse Walk/Trot/Jog
10. Open Walk/Trot/Jog Pleasure	32. Green Horse Walk/Trot/Jog/Canter/Lope
11. Open Walk/Trot/Jog Command	33. Open Walk/Trot/Jog/Canter/Lope Equitation
12. 12 & Under Walk/Trot/Jog Equitation	34. Open Walk/Trot/Jog/Canter/Lope Pleasure
13. 12 & Under Walk/Trot/Jog Pleasure	35. Open Walk/Trot/Jog/Canter/Lope Command
14. 12 & Under Walk/Trot/Jog Command	36. 12 & Under Walk/Trot/Jog/Canter/Lope Equitation
15. 13-17 Walk/Trot/Jog Equitation	37. 12 & Under Walk/Trot/Jog/Canter/Lope Pleasure
16. 13-17 Walk/Trot/Jog Pleasure	38. 12 & Under Walk/Trot/Jog/Canter/Lope Command
17. 13-17 Walk/Trot/Jog Command	39. 13-17 Walk/Trot/Jog/Canter/Lope Equitation
18. 18 & Over Walk/Trot/Jog Equitation	40. 13-17 Walk/Trot/Jog/Canter/Lope Pleasure
19. 18 & Over Walk/Trot/Jog Pleasure	41. 13-17 Walk/Trot/Jog/Canter/Lope Command
20. 18 & Over Walk/Trot/Jog Command	42. 18 & Over Walk/Trot/Jog/Canter/Lope Equitation
21. Green Rider Walk/Trot/Jog Equitation	43. 18 & Over Walk/Trot/Jog/Canter/Lope Pleasure
22. Green Rider Walk/Trot/Jog Pleasure	44. 18 & Over Walk/Trot/Jog/Canter/Lope Command
23. Green Rider Walk/Trot/Jog Command	45. Green Rider Walk/Trot/Jog/Canter/Lope Equitation
	46. Green Rider Walk/Trot/Jog/Canter/Lope Pleasure
Native Costume Demo at 12:00 PM	47. Green Rider Walk/Trot/Jog/Canter/Lope Command

****Inclement Weather: Contact Show Bam****
Questions, and/or Comments contact:

AHCCSchoolShows@aol.com

AHCC SCHOOLING SHOWS/Jumping Classes For 3 of the fall shows, we will be offering jumping classes: 8/9 Connecticut Equine Center, 10/25 Hollywood Equine -11/8 Ray of Light **Jumping Classes will be classes 48-49-50.** Horse entered in classes 48-49-50 will be allowed a 5 minute warm up. Only 2 horses in the ring at one time.....with a trainer.

Judging for these classes will be: **48 - Crossrail Equitation** - OPEN TO ALL HORSES AND RIDERS except WALK -TROT riders. To be judged on equitation and control over a course of cross rails.

49 - Crossrail Hunter - OPEN TO ALL HORSES AND RIDERS-except walk- trot riders. To be judged on horse's manners, soundness and way of going. Horses should exhibit qualities sought after for actual hunters in the field: Relaxed, comfortable gait, ground covering strides, safe and correct jumping form.

50 - Hunter Hack - OPEN TO ALL HORSE AND RIDERS-except walk-trot riders. Horses will be asked to perform a flat phase to show their gaits and soundness. Riders will then be asked to jump their horses over a line of fences. Judging both phases combined will determine placings!

RULES: Only standing martingales permitted. No training forks, running or German martingales in these classes. Hunt saddles only; no western or side-saddles. All riders must wear a helmet. Fences should be ridden at the canter. 3 refusals will result in elimination.

AHCC SCHOOLING SHOW RULES

We would like to keep the atmosphere of these schooling shows relaxed, with our focus on good performances by both horse and rider. Therefore, we do not allow show clothes. Thank you for your cooperation.

1. Children must be under adult supervision at all times.
2. No Pets allowed.
3. No smoking in barns or arena.
4. Riders born on December 1st shall assume the greater age on that date.
5. Stallions are **NOT** allowed.
6. **Green Horse:** Must be in 1st or 2nd year of showing in that discipline, and can be shown in all classes, except for the 12 & under age divisions. Trainers are allowed. Riders of green horses are to be at least 13 years old.
7. **Green Riders:** Must be in 1st or 2nd year of showing in that discipline. Green Riders can show in all open and age appropriate classes.
8. **Walk Trot/Jog:** classes are for those riders who have never been judged at a canter.
9. **Trainers:** Are allowed to ride in age appropriate classes, but will only be judged in Green horse. (Trainers will wear their number upside down in all other classes they enter). A Trainer is a person who is remunerated for their services.
10. **Leadline Riders:** to be led by an adult 18 or over. Rider must be under 8 years old as December 1st
11. **Safety Helmets & FOOTWEAR:** ALL riders MUST wear shoes with a small heel (no sneakers), and all riders MUST wear SEI/ASTM safety helmet.
12. Horses may be shown in double bridle, Pelham, or snaffle with martingale. NO DRAW REINS, GERMAN MARTINGALES OR TIE-DOWNS ALLOWED.
13. Attire and/or tack with farm logos are NOT allowed in the show ring while classes are being judged
14. **Classes** will be split if there are more than eight (8) entries. Cantering classes in small arenas, may be divided to canter, but judged as one class.
15. **Senior Horse:** Horse must be over 20 years of age as of January 1st of the show year. Any age rider permitted.
16. **Animal Abuse:** Will NOT be tolerated. Anyone found abusing an animal will be asked to leave and forfeit all entry monies and prizes.
16. **Gate Holds:** Gate holds will be allowed only if ring steward and/or secretary have been notified, and are two minutes.
17. **Coggins papers** within one year, and **proof of rabies** are required



Each division will be awarded ONE Day End Champion/Reserve Champion
(Divided classes will be pointed as one class)

Arabian/Half-Arabian Halter	Open Halter
Youth Showmanship	Adult Showmanship
12 & Under Walk/Trot/Jog	12 & Under Walk/Trot/Jog/Canter/Lope
13 – 17 Walk/Trot/Jog	13 – 17 Walk/Trot/Jog/Canter/Lope
18 & Over Walk/Trot/Jog	18 & Over Walk/Trot/Jog/Canter/Lope
Open Walk/Trot/Jog	Open Walk/Trot/Jog/Canter/Lope
Green Rider Walk/Trot/Jog	Green Rider Walk/Trot/Jog/Canter/Lope
Green Horse (horse only awarded)	Senior Horse (horse only awarded)
Leadline	

SECTION B CONTRACTS/AGREEMENTS

SAMPLE 1



*Region 16 Invites you to be a part of
the Combined Prize List for 2008*

*Ad design service available
Rates based on complete Ad files provided on disk*
Rates

Full color

Black & white

Inside Front or Inside Back cover (SOLD)	1000.00	Full Page tab	500.00
Outside Back cover (SOLD)	1200.00	Half Page	250.00
Show divider page front/full page	800.00	Quarter Page	150.00
		Business Card Reproductions	75.00

TERMS

- ✓ Ads are due no later than January 15, 2008
- ✓ All ads are to be submitted electronically as described under submissions
- ✓ A 50% deposit is required with the submission of the files, balance due March 1, 2008 thereafter a 1.5% interest rate on any unpaid balance.

AGREEMENT

This agreement is entered into on the ____ day of _____ between Region 16 of AHA whose mailing address is 5780 Hunters Creek Rd, South Wales, NY 14139 and:

Name _____ Company/Farm _____

Address _____

City _____ State _____ Zip _____

Phone _____ email _____

Signature _____

I would like:	cost	amount
<input type="checkbox"/> Inside front cover full color	1000.00	_____
<input type="checkbox"/> Inside Back cover full color	1000.00	_____
<input type="checkbox"/> Outside Back cover full color	1200.00	_____
<input type="checkbox"/> Full page or TAB Page color	800.00	_____
<input type="checkbox"/> Full page or TAB page B/W	500.00	_____
<input type="checkbox"/> Half page B/W	250.00	_____
<input type="checkbox"/> Quarter page B/W	150.00	_____
<input type="checkbox"/> Business Card Reproductions	75.00	_____

INDICATE LOCATION PREFERENCE _____

PAYMENT METHOD

- Check enclosed for the amount of \$ _____
- Charge my **Master Card** or **Visa** (circle one) for the amount of \$ _____

Credit card # _____ expiration date _____

Name on card _____ Signature _____

Deadline is Jan 10 for all ads

SAMPLE 1 CONT

Submissions

Pages are 8 1/2 wide X 11 long with side spiral binding – on the divider pages the binding will be on the left side.

Hardware Supported

- Zip Discs – 100MB, 250MB, 750MB
- CD – CR-R only, not CD-RW
- Photos/Artwork – B/W or Color Prints Up to 8.5” X 14”
 - TIFF, EPS, JPEG in high resolution or Photoshop file on disk, CMYK, 300dpi at print size NOT RGB. Do NOT use “registration” or “Auto” for black in the color palette. Use Black for Black and if using grey, use a % of Black. Do not create a color “grey”
- Slides – B/W or Color 35 mm
- Negatives – B/W or Color 35 mm
- Additional Artwork Submissions
 - Clean black and white line art.

Bleeds and Trims

- ✓ Bleeds If any bleeds are being used, make sure that the bleed is pulled at least 1/8 to 1/4 “ beyond page edges
- ✓ Trim Size
 - Full Page 8 ½ x 11 - image area 7 ½ x 10
 - Half Page 8 ½ x 5 ½ - image size 7 ½ x 5
 - Business card 2 x 3”

Fonts

Please include all fonts used with the ad unless a PDF file is submitted with fonts embedded.

Software Supported

- ✓ **Can NOT use Microsoft Publisher (labeled.pub)**
 - **Macintosh**
 - FreeHand up to v9.0
 - Illustrator up to CS2
 - PageMaker up to v7.0
 - Photoshop up to CS2
 - QuarkXpress up to v 6.5
 - InDesign CS2
 - Adobe Acrobat v7.0 (PDF)
 - **IBM**
 - •QuarkXpress up to v6.5
 - PageMaker up to v7.0 and CS
 - InDesign up to CS2
 - Photoshop up to CS2
 - Adobe Acrobat v7.0 (PDF)

Please send a Hi Resolution proof with the disk.

All artwork is to be submitted electronically on CD or Zip disk. Items will not be returned unless otherwise specified

To reserve your location or for more information please contact:

Marlene Kriegbaum 5780 Hunters Creek Rd, South Wales, NY 14139 716-655-1536 region16@mac.com

Eastern Arabian Horse Show, East Coast Youth Championships & East Coast Championships

August 4-8, 2010
Virginia Horse Center, Lexington VA

COMPANY/BUSINESS _____

TYPE OF MERCHANDISE _____

CONTACT NAME _____

ADDRESS _____

PHONE NUMBER _____ ARRIVAL DATE _____

___ Prime Location (10 X 10) - \$300 Additional space @ \$27.50 per linear foot Frontage with 10 foot depth Total space _____

___ Coliseum Ends (10 X 10) - \$250 Additional space @ \$22.50 per linear foot frontage with 10 foot depth Total space _____

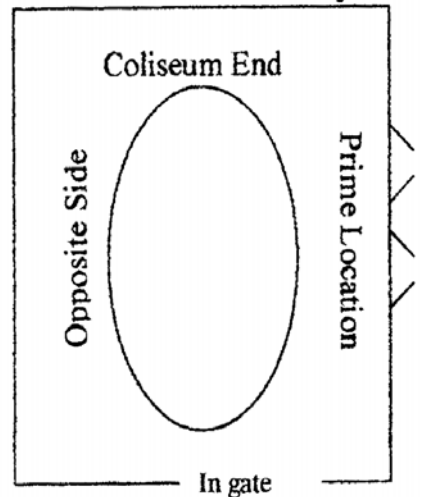
___ Opposite Side of Coliseum (10 X 10) - \$225 Additional space @ \$20.00 per linear foot frontage with 10 foot depth Total space _____

___ Outside Location—for vendors with own setup trailers— \$10 per linear foot (12 foot depth) PLEASE NOTE SPACE _____

___ Other (please call for arrangements)

One outlet is included with each individual space Additional outlets are \$35.00 per; please list your requirements: _____

Anderson Coliseum Layout



Minimum deposit 50% due with contract; balance due day prior to show

The Eastern Arabian Horse Show and the Virginia Horse Center will not be responsible for any loss, personal injury or damage to vendors or for any article of any kind or nature that may be lost or destroyed or in any way damaged. Each vendor will be responsible for any injury that may be occasioned to any person or any damage to any property while on the grounds by any product owned or sold by him or his representative and shall indemnify the management against all legally established claims or damage of any kind or nature that may grow out of any injury occasioned by any product owned or sold by him. In addition said vendor will agree to abide by the Bylaws and Rules of the AHA. Presentation of this signed contract shall be deemed as acceptance of this agreement.

Signature _____ Date _____

Return all copies of this form with a check payable to EAHS to:
EAHS, PO Box 1007, Lebanon, PA 17042-1007

FMI: Martin Kleiner 717-866-8797(res) 717-949-2000(off) 717-507-5474(cell) 717-949-3593(fax)
e-mail meekone@comcast.net www.EastCoastShow.com

Eastern Arabian Horse Show,
Fast Coast Championships
East Coast Youth Championships
 Virginia Horse Center, Lexington, VA
 August 4-8, 2010

CONTRACT AGREEMENT between the Eastern Arabian Horse Show, East Coast Championships & East Coast Youth Championships (EAHS/ECC/ECYC) and

This is to confirm your acceptance to be a Judge for **the Eastern Arabian Horse Show, August 4 & 5, 2010;** East Coast Championships & East Coast Youth Championships to be held August 6-8, 2010 at the Virginia Horse Center, Lexington, VA.

The Show agrees to pay you _____ per day for your services as Judge; pay per diem of \$30.00; provide a hotel room if you wish, and coach airfare using the Roanoke Airport or \$.45 (subject to adjustment) per mile if driving to and from Lexington, VA.

To indicate that the above stated terms of this contract are acceptable to you, please sign and return one copy of this agreement to the show manager listed below.

ACCEPTED & AGREED TO:

By: _____ Date _____

By: _____ Date _____
 Martin E. Kleiner, Show Manager

Eastern Arabian Horse Show, East Coast Championships & East Coast Youth Championships
 PO Box 1007 Lebanon PA 17042-1007
 717-866-8797(res) 717-949-2000(off) 717-507-5474(cell) 717-949-3593(fax)
 E-mail meekone@comcast.net www.EastCoastShow.com

Eastern Arabian Horse Show
East Coast Youth Championships
Fast Coast Championships
PATRON'S PACKAGES!

DON'T MISS OUT, PACKAGES ARE LIMITED!

Here's What You Get:

- Box Seats In Your Farm/Business Name
- East Coast Championship Class Sponsorship
- 10% Discount on Advertising: Prize List (deadline February 1st) and Program (deadline July 1st) may not be combined with other specials
- Listing on the East Coast Championships Website
- Announcements throughout ***THE SHOW***
- Three Tickets for the Patrons Lounge/Meals
- Additional passes \$150.00each, no limit
- Patrons Surprise Package
- All of this for the price of \$500!
- Get your Reservation in ASAP fee may be paid with entries!
- Call ??????????????????????

Patrons' Package Reservation Slip

Please reserve _____ Patron's package(s), \$500.00 each in the name of

_____. I understand that will make payment with my entries
or
by July 1, 2010.

(signed) _____.

Please return this lower portion when completed to:

EAHS/ECC, PO Box 1007, Lebanon PA 17042-1007

Region 15 Championship Volunteers

July 7-11, 2010

Please complete information below. Housing must double up for multiple days
Meals provided for daily workers.

Name _____

Address _____ Phone _____

Email _____ Days available _____ Job

requested _____ Housing _____

Camper space _____

return to: (Name, Address, E-mail & phone)

SAMPLE 3



Eastern Classic Horse Show

*Marlene Kriegbaum
5780 Hunters Creek Rd
South Wales, NY 14139
716-655-1536
arabshows@mac.com
November 13, 2009*

Officials name
Judges address

Dear (Officials Name),

Thank you very much for your acceptance to (Official position) at the Eastern Classic All Arabian Show on (Date). Our show is outdoors as you know and is very relaxed. There is no formal attire required, but do bring rain gear.

I have you on our mailing list to get a prize list.

The Arabian Horse Association of NY and The Eastern Classic horse show agrees to pay the following:

1. Your fee of \$_____ per day.
2. Travel expenses to and from (Location) either coach air or if you choose to drive (rate allowed by IRS) per mile.
3. Per Diem at 30.00 per day or meals per show day
4. Hotel from (days) evenings.

All other expenses not listed above will be your responsibility.

If you choose to fly, please make your own airline reservations to better fit your schedule, and advise me of your flight plans as soon as you have them.

A reservation will be made for you hotel, the _____

If the above terms are agreeable to you, please sign and return one copy in the enclosed stamped self-address envelope at your earliest possible convenience.

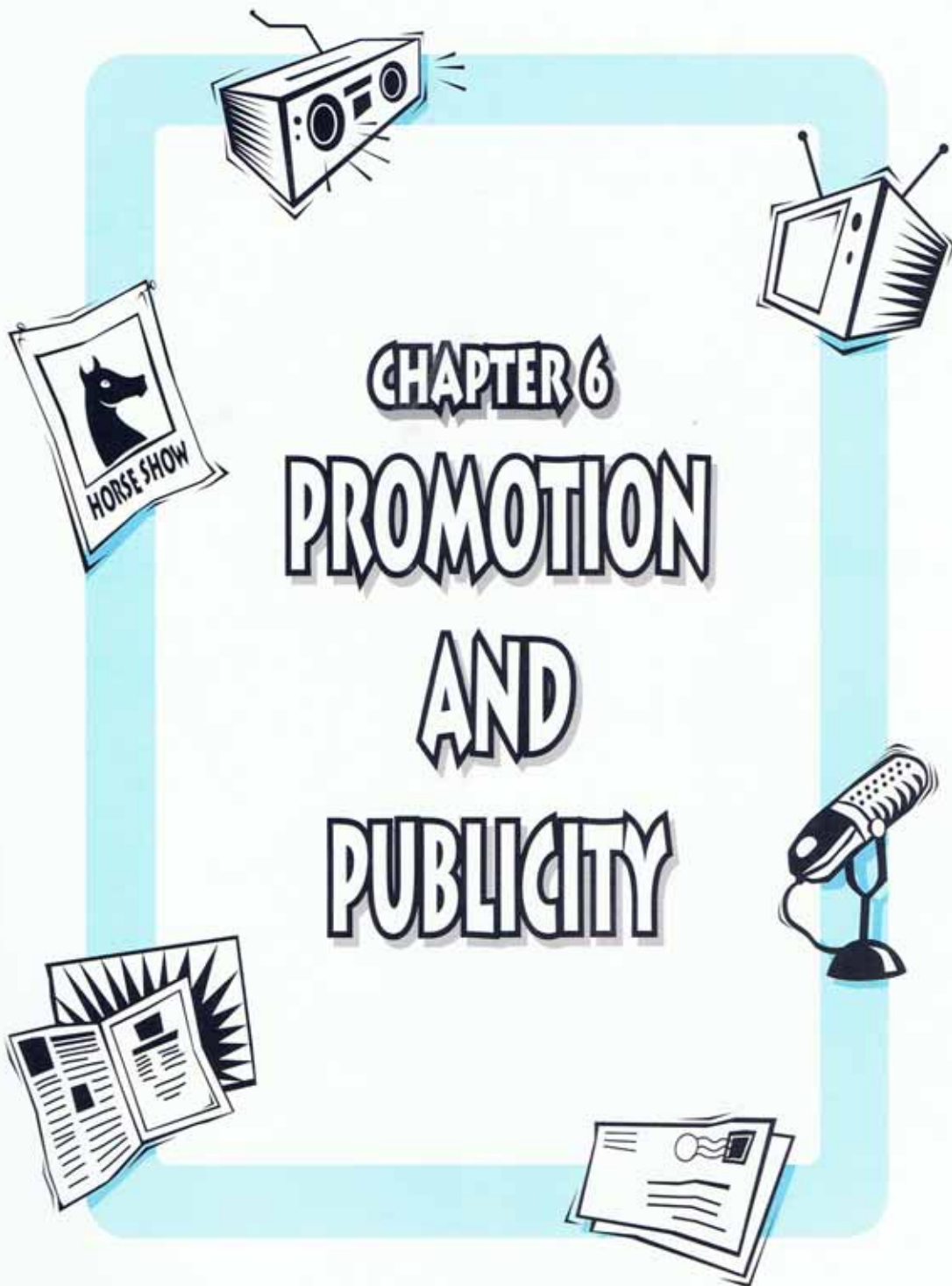
Again, Thank You and looking forward to seeing you in (Month).

Sincerely,

Marlene Kriegbaum
Eastern Classic Manager

Signed _____ Date _____

SS # _____



PUBLICITY PLANNING TIMETABLE AND RESOURCES

NOTES:

What follows is an approximate timetable to allow for the widest possible promotion.

One year out or as soon as possible: Find out when the state and local tourism bureau print their yearly calendar and add your event. Include the location of the event and contact phone number. This is a free service.

Four to six months out: Check local television and cable for public access to see if airtime is available or if the interest is there. Lay the groundwork for future contacts. Set up to have signs printed identifying where, when, special events, free admittance, parking, etc., making sure there is a contact phone number. Many television stations will do public service announcements free for non-profit organizations. Start collecting action photos for future publicity.

Ninety to one hundred days out: Send press releases to monthly periodicals. Many have a lead-time of 60 days. This means that information must be to the periodical at least 3 months before the publication date. Examples include Arabian horse magazines and general horse information magazines. This is a free service. Contact other shows and ask them to put an announcement at the show office in the form of a handbill or poster with an address and phone number for further information.

Sixty to ninety days out: Start releases with general information to local newspapers. Use the date of the event, location and local contact phone number. Press releases are usually free.

Thirty to Sixty days out: Contact the newspapers again to include such information as co-sponsors or benefit charities. Check to see if local "Penny Savers" merchandisers, shopping news, etc. have monthly activities calendars and send information to be listed. Re-contact television stations to set up promos, remotes or show segments. Put up signs in local stores, tack shops, and feed stores.

Twenty one to Thirty days out: Send out post cards to radio and television stations with event dates, starting times and special activities. Keep it brief and to the point. These are for the community bulletin boards and public service announcements. Make sure to note co-sponsors or charities if the apply. Make show handbills available at local tourist spots, informational booths on major highways, or in hotel/motel lobbies, restaurants, etc. These are usually free.

Fourteen Days To Event Beginning: For newspapers, action shorts or kid/horse shots get maximum attention and are most likely to be used. For television, try to set up interviews or remotes (TV broadcasting from the grounds) for live coverage.

At the Event: For radio, do interviews by phone or emotes from grounds. If celebrities are available, try to utilize them for remotes and photo sessions. For all of these, highlight what the general public would like to watch, i.e. costume, stick horse, action classes, and the like. Try to have someone available for photo opportunities so that there is no delay when photographers or television crews arrive. Use ongoing events as background for shots. Set aside seating for press that is clearly marked.

After the Event: Create a scrapbook for future reference with photos, a review of advertising and how it was carried out. This will make it easier for the next event. Make sure to keep the names of the people you contacted to make things easier and get information into the hands of the right people.

NOTES:

Other suggestions: Make up a local map with a key to where exhibitors can find supplies like florists, feed mills, tack shops, restaurants, lumberyards, hardware stores, beverage distributors, and anything else you think the exhibitors can use. This is also an ideal way to sell advertising and sponsorships.

If the show has a co-sponsor or charity use their contacts to enlarge your advertising. You will find that with a charity, free advertising gets much easier.

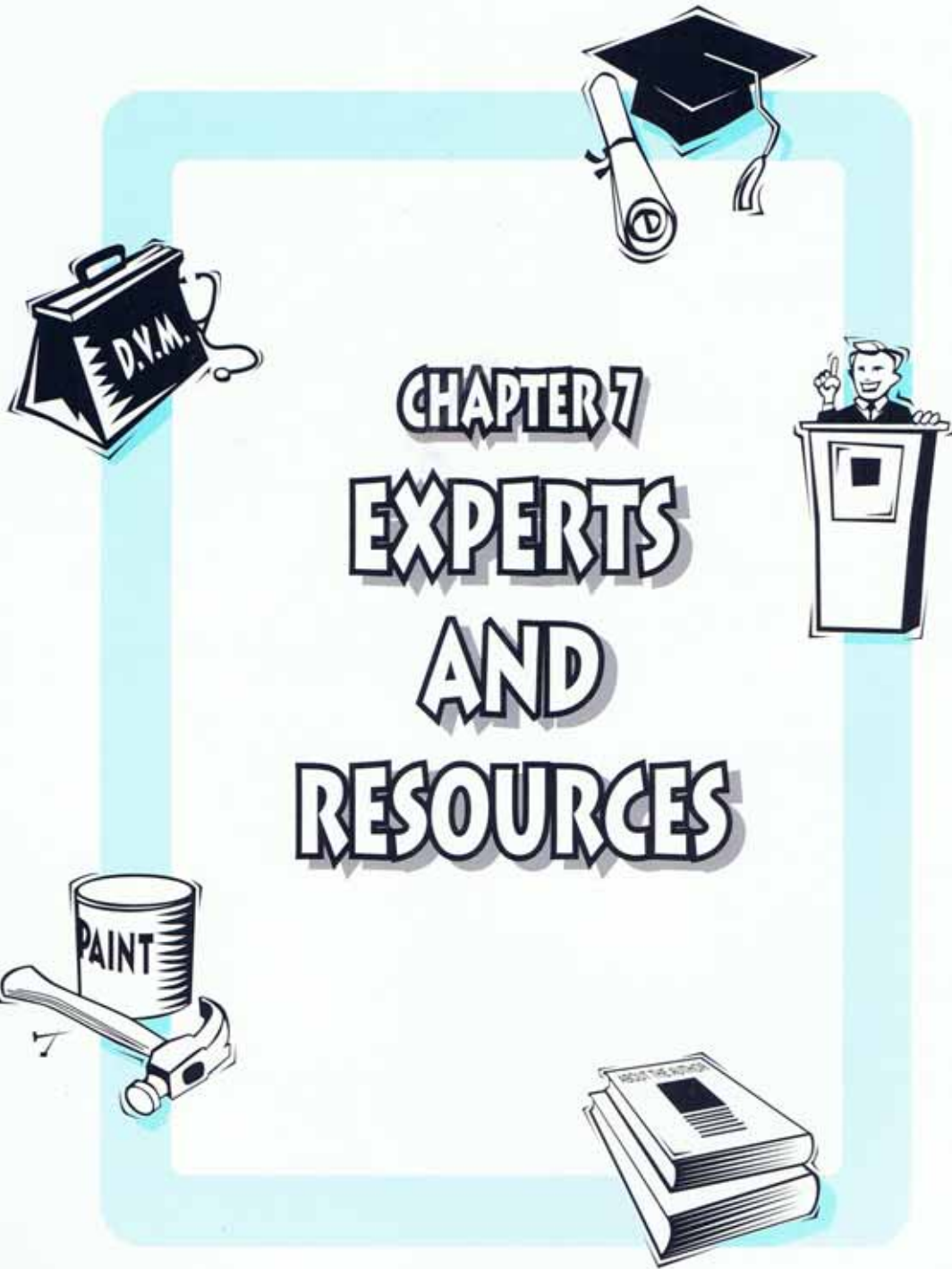
Always emphasize special events. Saturday nights lends itself to large attendance for families.

Free admission and parking, if possible, should be emphasized repeatedly.

Assign someone at the event to get to the local papers as soon as possible. Use a highlighter pen to note local winners or special results and achievements, if applicable.

Contact the local public television outlet to run promotional videos. Also, check with the local cable companies to see what the rules are for public access channels.

If you have a videographer, make a promotional tape of the event of that you have something for promotion next year.



SECTION A – TYPES OF EXPERTS/RESOURCES

1. AHA Executive Committee
2. AHA Board of Directors
3. AHA Staff
4. AHA Committees
5. Arabian Horse Organizations
6. Horse Organizations
7. Corporations
8. Agriculture Suppliers
9. Equipment Manufactures
10. Construction Companies of Equine Facilities
11. Veterinary Schools
12. Colleges
13. Extension Offices
14. Government Agencies
15. Chamber of Commerce
16. Charities

SECTION B – AHA COMMITTEE AND BOARD OF DIRECTORS

Please refer to the current AHA Handbook or check online at:
www.arabianhorses.org
Membership/committee/directory

SECTION C – ARABIAN HORSE ORGANIZATIONS

Arabian Horse Association <http://www.Arabianhorses.org>
10805 East Bethany Dr, Aurora, CO 80014
303-696-4500

The Arabian Jockey Club <http://www.arabianracing.org>
10805 East Bethany Dr, Aurora, CO 80014
303-696-4500

Arabian Horse Owners Foundation <http://www.arabianhorseowners.org>
Howard Shenk, Executive Director 4104 N Bear Canyon Rd, Tucson, AZ 85749
800-892-0682

Arabian Professional & Amateur Horseman's Association (APAHA) <http://www.APAHA.com>
14900 N Pennsylvania, Ave #421, Oklahoma City, OK 73134

Canadian Arabian Horse Registry <http://www.cahr.ca>
113, 37 Athabasca Ave., Sherwood Park, Alberta, CA T8A 4H3
780-416-4990

The Arabian Cutting Horse Association <http://www.arabiancutting.org>
Tim Moerbe, President, 4040 E 133rd Circle, Thornton, CO 80241
303-450-2039

PUREBRED ARABIAN TRUST <http://www.purebredarabiantrust.com>
Bob Fauls, Chairman 99 University Avenue SW , Atlanta, GA 30315
E-MAIL: rjfauls@aol.com

ARABIAN HORSE GALLERIES-CALIFORNIA OFFICE <http://www.arabianhorsegalleries.com>
Evie Tubbs, Project Manager 3345 Fawn Canyon Road, Santa Ynez, CA 93460 E-MAIL:
evie@PurebredArabianTrust.com PHONE: (260) 348-1492

The Pyramid Society <http://www.pyramidsociety.org>
4067 Ironworks Pkwy, Suite #2, Lexington, KY 40511
859-231-0771

The World Arabian Horse Organization (WAHO) <http://www.waho.org>
Newbarn Farmhouse, Forthampton, Gloucestershire GL 19 4QD, United Kingdom
+44 (0) 1684 274455

Judges & Stewards Commissioner, Stan Morey, PO Box 440949, Aurora, CO 80044-0949
303-696-4537 email- <mailto:ahcommish@arabianhorses.org>

SECTION D – OTHER HORSE ORGANIZATIONS

American Association of Equine Practitioners www.aaep.org
4075 Iron Works Parkway | Lexington, KY 40511 Phone: 859-233-0147 | Fax: 859-233-1968 | e-mail:
email - aaepoffice@aaep.org

American Driving Society www.americandrivingsociety.org
1837 Ludden Dr, Ste 120, PO Box 278, Cross Plains, WI 53528
Office Hrs: Mon-Fri 9-4pm CST
Phone:608-237-7382 Fax: 608-237-6468 e-mail: info@americandrivingsociety.org

American Farriers Assn www.americanfarriers.org
4059 Iron Works Pkwy, Suite #1 Lexington, Kentucky
859-233-7411 859-231-7862 (fax) info@americanfarriers.org

American Feed Industry Association www.afia.org
2101 Wilson Blvd. Suite 916 , Arlington, VA 22201
T: (703) 524-0810 F: (703) 524-1921
Email - afia@afia.org

American Horse Council www.horsecouncil.org
1616 H Street NW, 7th floor, Washington, DC 20006
Phone: 202-296-4031 Fax: 202-296-1970

The Anvil Magazine Guide for Farrier Assn www.anvilmag.com/af.htm

United States Equestrian Federation www.usef.org
Lexington, KY Office:
United States Equestrian Federation 4047 Iron Works Parkway, Lexington, KY 40511
Phone: 859-258-2472 Fax: 859-231-6662
Gladstone, NJ Office:
United States Equestrian Federation 1040 Pottersville Rd., Gladstone, NJ 07934-2053
Phone: 908-234-0848

American Riding Instructors Association (ARIA) www.riding-instructor.com
28801 Trenton Court, Bonita Springs, FL 34134-3337
Tel: 239 948-3232 Fax: 239 948-5053
Email: aria@riding-instructor.com

American Vaulting Assn www.americanvaulting.org
E-mail: NationalOffice@AmericanVaulting.org
Phone: 323-654-0800 (M-F, 8 a.m. to noon) Fax: 323-654-4306
AVA National Office Attention: Craig Coburn
8205 Santa Monica Blvd. #1-288 West Hollywood, CA 90046

American Veterinary Assn www.avma.org
1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360
Phone: 800-248-2862 Fax: 847.925.1329

American Youth Horse Council www.ayhc.com
6660 #D-451 Delmonico, Colorado Springs, CO 80919
AYHC Executive Director: Cindy Schonholtz
Toll Free: 1-800-TRY-AYHC Phone: 719-594-9778 Fax: 775-256-0382 info@ayhc.com

Carriage Assn of America www.caaonline.com
3915 Jay Trump Road, Lexington, KY 40511
E-mail: info@caaonline.com
phone: 859-231-0971 fax: 859-231-0973

Equine Rescue League www.equinerescueleague.org
PO Box 4366, Leesburg, VA 20177 540-822-4577
Equine Rescue Assn www.era-horsehaven.org
2415 116th ST NE Marysville, WA 98271
Phone: 360-658-5494 Email: equinerescue@tulalipbroadband.net

Future Farmers of America www.ffa.org
P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN 46268-0960
Phone: 317-802-6060 * Fax: 317-802-6051

Hooved Animal Humane Society www.hahs.org
10804 McConnell Road, Woodstock, IL 60098
Phone: 815-337-5563 Email: info@hahs.org

American Association for Horsemanship Safety www.horsemanshipssafety.com
4125 Fish Creek Road, Estes Park, CO 80517
mail@horsemanshipssafety.com voice 866-485-6800

Equine Canada www.equinecanada.ca
2685, Queensview Dr., Suite 100 Ottawa, Ontario K2B 8K2
Email: inquiries@equinecanada.ca
Telephone: (613) 248-3433 Fax: (613) 248-3484 Toll Free: 1-866-282-8395

The Humane Society of the United States www.humanesociety.org
2100 L St., NW Washington, D.C. 20037
Ph: 301-258-8276 Email membership@humanesociety.org

Intercollegiate Horse Shows Assn www.ihainc.com
Executive Director: Robert Cacchione 203-209-3032
National Secretary: Jim Arrigon 513-839-5607

The Arabian Cutting Horse Association www.arabiancutting.org
Tim Moerbe, President, 4040 E 133rd Circle, Thornton, CO 80241
303-450-2039

International Morab Breeders Association www.morab.com
24 Bauneg Beg Road, Sanford, ME 04073
PHONE: 1-866-MORABGO (1-866-667-2246)
Email - imba@morab-imba.com

International Side Saddle Organization www.sidesaddle.com
P.O. Box 161 Stevensville, MD 21666-0161
Phone 918 685-0072 FAX 410 643-1497

The Jockey Club www.jockeyclub.com
40 East 52nd Street, New York, NY 10022
Phone: (212) 371-5970 Fax: (212) 371-6123

National Cutting Horse Assn www.nhacutting.com
260 Bailey Ave., Fort Worth, TX 76107
Phone: (817) 244-6188, Fax: (817) 244-2015

Morris Animal Foundation www.morrisanimalfoundation.org
10200 East Girard Ave. B430, Denver, CO 80231
303.790.2345 800.243.2345 toll-free 303.790.4066 fax

United States Driving For The Disabled, Inc. www.usdfd.org
3329 Cynthiana Road, Georgetown, Kentucky 40324.
Ph/FAX: (502) 863-5113 email: usdfd@usdfd.org

National 4-H Council www.4-h.org
7100 Connecticut Ave., Chevy Chase, MD 20815-4999
Phone: (301) 961-2934 Fax: (301) 961-2937

National Reined Cow Horse Assn (NRCHA) <http://www.nrcha.com>
13181 US Highway 177 Byars, OK 74831
ph (580) 759-4949 fax (580) 759-3999 email nrcha@nrcha.com

National Reining Horse Association www.nrha.com
3000 NW 10th Street, Oklahoma City, OK 73107
405.946.7400 Phone 405.946.8425 Fax

National riding for the Handicapped Assn www.narha.org
NARHA Office: PO Box 33150 Denver, CO 80233
800-369-7433 or (303) 452-1212 Fax: (303) 252-4610

North American Trail Ride Conference www.natrc.org
Executive Administrator Laurie DiNatale
P.O. Box 224, Sedalia, CO 80135
Phone: 303/688-1677 Fax: 303/688-3022 email - natrc@natrc.org

Pinto Horse Association of America Inc. www.pinto.org
7330 NW 23rd Street, Bethany, OK 73008
405-491-0111 • 405-787-0773 fax

The Pyramid Society www.pyramidsociety.org
4067 Ironworks Pkwy, Suite #2, Lexington, KY 40511
859-231-0771

United Quarab Registry www.registermyquarab.com
1234 Easy Street, Spokane, WA 12345 Ph.: (509) 123-4567 email@uqr.com

United States Combined Training Assn <http://useventing.com>
525 Old Waterford Road, NW, Leesburg, VA 20176
phone:(703) 779-0440 | fax: (703) 779-0550 E-mail info@useventing.com

U.S. Department of Agriculture <http://www.usda.gov>
1400 Independence Ave., S.W. Washington, DC 20250
Information Hotline: (202) 720-2791
Cooperative Extension <http://www.csrees.usda.gov/Extension/>

United States Dressage Federation <http://www.usdf.org>
4051 Iron Works Parkway, Lexington, KY 40511
Phone: (859) 971-2277 | Fax: (859) 971-7722

United States Polo Assn <http://www.us-polo.org>
4037 Ironworks Parkway Suite 110 Lexington, KY 40511
PHONE: (859) 219-1000 FAX: (859) 219-0520

United States Pony Club www.ponyclub.org
4041 Iron Works Parkway, Lexington, KY 40511
Phone: 859-254-7669 Fax: 859-233-4652

SECTION E – EDUCATIONAL INSTITUTIONS

With Equine Programs

Meredith Manor International Equestrian Centre

Faith Meredith -- Director
147 Saddle Lane , Waverly, WV 26184
(800) 679-2603

WEBSITE: www.meredithmanor.edu

Meredith Manor is an equestrian trade school dedicated entirely to producing professional riders, trainers, instructors and farriers for the horse industry. Riding disciplines include Dressage, Jumping, and Western. Career Areas include Training, Teaching, Farrier, Equine Massage, Breeding, Horse Health, and Business Management. Programs range from 3 to 36 months. Financial Aid available to qualified applicants.

Black Hawk College

1501 Illinois Hwy. 78 , Kewanee, IL 61443
(309) 852-5671 ext. 246

WEBSITE: www.bhc.edu

One-year program in horse science.

California State University Fresno - Dept. of Athletics

5305 N. Campus Dr. , Fresno, CA 93740
Attn. Megan McGee

(209) 278-8385

NCAA Division 1 Varsity Team. Equine Science option for BS in Animal Science. Agricultural Business and Agricultural Education BS degrees.

Cazenovia College

Karin D. Bump, Director of Equine Studies

Cazenovia College
Cazenovia, New York 13035
(800)654-3210, ext.7186

WEBSITE www.cazenovia.edu

Bachelors Degree: Equine Business Management. Associate Degrees: Horsemanship, Stable and Farm Management. Hunt seat (flat and over fences), stock seat and dressage.

Centenary College

400 Jefferson St. , Hackettstown, NJ 07840
(908) 852-1400

WEBSITE: <http://www.centenarycollege.edu/>

AS and BS degrees. 65-acre equestrian center includes stabling for 65 horses, indoor arena and cross-country course.

Central Texas College

P.O. Box 1800 , Killeen, TX 76540

(817) 526-1288 <http://www.ctcd.edu>

One-year program in equine production.

Central Wyoming College

2660 Pack Ave. , Riverton, WY 82501

(307) 855-2119

WEBSITE: <http://www.cwc.edu>

Horse Management Associates Degree, Horse Management Certificate, Equine Training Technology, Horse Science Associates Degree, Farrier, Teaching Riding Certification.

College of Southern Idaho

P.O. Box 1238 , Twin Falls, ID 83303

(208) 733-9554 ext 2414 <http://www.csi.edu/>

One-year program leading to a horse management technical certificate.

Dodge City Community College

2501 N. 14th Ave , Dodge City, KS 67801

(316) 225-1321 ext. 288 <http://www.dccc.cc.ks.us/>

One-year program in equine studies.

Ellsworth Community College

1100 College Ave , Iowa Falls, IA 50126

(515) 648-2809 <http://www.iavalley.edu/ecc/>

One-year program in equine management

Ethel Walker School

230 Bushy Hill Rd. , Simsbury, CT 06070

(860) 408-4200 <http://www.ethelwalker.org>

In addition to an outstanding riding program, The Ethel Walker School offers a challenging curriculum that encourages young women in grades 7-12 to develop their strengths in academics, the arts and athletics.

Feather River College

570 Golden Eagle Ave., Quincy, CA 95971

(530) 283-0202 ext. 272 <http://www.frc.edu/>

One-year program for prospective horse packers, stable managers or guest ranch wranglers

Johnson & Wales University

8 Abbott Park Pl. , Providence, RI 02903

(800) 342-5598 <http://www.jwu.edu/>

AS and BS degrees in equine studies and equine business management. Dressage, hunt-seat and combined-training teams. New facility, FEI schoolmasters. Internships and Opportunities.

Kemptville College - University of Guelph

Kemptville, Ontario K0G 1J0, Canada

Tel:(613)258-8336 ext.278 <http://www.kemptvillec.uoguelph.ca/>

EMAIL: wjohnsto@kemptvillec.uoguelph.ca

15-week equestrian program, plus internship. This program prepares our students for entry level management positions in the Equine and Agricultural industry.

Kirkwood Community College

6301 Kirkwood Blvd. S.W. , Cedar Rapids, IA 52406

(319) 398-5882 <http://www.kirkwood.cc.ia.us/>

One-year diploma program in horse science.

Lake Erie College

391 W. Washington St. , Painesville, OH 440077

(800) 533-4996 <http://www.lec.edu/equestrian>

The equestrian studies degree provides a foundation in the liberal arts, with a marketable combination of business, communication and equestrian skills gained through hands-on experience.

Laramie County Community College

1400 East College Drive , Cheyenne, WY 82007

(307) 778-1195

WEBSITE: <http://www.lccc.wy.edu>

Associate degrees in Equine Science, Business, and Management & Training. Outstanding equine teaching facility.

Michigan State University

WEBSITE: <http://www.msu.edu>

2 and 4 year Horse Programs.

Midway College

512 East Stephens St. , Midway, KY 40347-1120

(800) 755-0031

WEBSITE: www.midway.edu

Midway College, a liberal arts women's college offers bachelor of arts degrees in equine studies and equine business administration. Pre-professional programs in law, medicine and veterinary science are offered.

Mount Holyoke College

So. Hadley, MA 01075-1488

(413) 538-2023 <http://www.mtholyoke.edu>

MHC offers clinics with international riders such as Anne Kursinski, Machael Matz, Jimmy Wofford, Kathy Connelly. Compete in hunter/jumper, dressage, eventing, and vaulting competitions. New Interscholastic Dressage Team Program!

Mount Ida College

777 Dedham St. , Newton Centre, MA 02159

(617) 928-4553 <http://www.mountida.edu/>

Associate and Bachelor degree programs with riding, training, instruction, and business options. Intercollegiate Show Team. Financial Aid and Scholarships available.

North Central Texas College

1525 West California St. , Gainesville, TX 76240

(940) 668-7731 ext. 416 <http://www.nctc.edu/>

One-year program in breeding-farm management.

Northwest College

231 W. 6th St. , Powell, WY 82435

(800) 560-4NWC

EMAIL: admissions@nwc.cc.wy.us

WEBSITE: <http://www.northwestcollege.edu/>

Associate degrees: English and Western riding, Equine Business, Farrier. Top facilities. \$4,800-\$8,500/year for tuition, room/board. Add \$1,400 to stable 1 horse.

Ohio University Southern Campus

1804 Liberty Ave , Ironton, OH 45638

(800) 626-0513 <http://www.southern.ohiou.edu/>

EMAIL: mays@ohio.edu

AAS degree in Equine Studies emphasizing equine health, business and farm management, reproduction and riding in hunt, western and saddleseat. 184 acre equestrian center. Intercollegiate judging and equestrian teams.

Oklahoma Horseshoeing School

Rt. 1 Box 281 , Purcell, OK 73080

(800) 538-1383 <http://www.horseshoes.net/>

Best hands-on educational horseshoeing school. Also Basic through Professional Blacksmith. Horse breaking and training.

Olds College

Alberta, Canada

(800) 661-OLDS

WEBSITE: <http://www.oldscollege.ca/>

Agricultural, horticultural, land and environmental management. Programs include Advanced Farrier Science, Animal Health Technology and Equine Science.

Oregon State University

Withycombe Hall, Corvallis, OR 97331

(541) 737-5042 <http://oregonstate.edu/>

4-year equine program offers classes in stable management, industries, training, breeding, marketing and coaching. Riding courses in all disciplines. Competitive teams and clubs complement the hands-on program.

Parkland College

2400 W. Bradley Ave. , Champaign, IL 61821-1899

(217) 351-2213 <http://www.parkland.edu/>

One-year program in equine science.

Robert O. Mayer Riding Academy

3284 Harts Run Road , Glenshaw, PA 15116

(412) 767-4902 <http://www.romra.com/>

Instruction to the highest standards of classical dressage and jumping. Training through grand prix and haute ecole. Apprenticeships, shadow programs, clinics, combined training, yoga for riding.

Sewanee (University of the South)

735 University Ave. , Box 1155 , Sewanee, TN 37383

(931) 598-1122 <http://www.sewanee.edu/>

Sewanee offers a variety of opportunities for you to continue or discover your love for horses. The comprehensive rider may join Sewanee's successful varsity hunt-seat or western IHSA teams.

Schoolcraft College

18600 Haggerty Rd. , Livonia, MI 48152-1696

(734) 462-4448 <http://www.schoolcraft.edu/>

Individually designed continuing-education program leading to a certificate in equine arts and sciences; length varies according to courses taken.

St. Andrews Presbyterian College

1700 Dogwood Mile , Laurinburg, NC 28352

(800) 763-0198 <http://www.sapc.edu/>

Equestrian Program emphasizing hunters, jumpers and equitation. Forty school owned horses, many of show calibre. Therapeutic Riding and Equine Business Management majors. Six dedicated teacher/trainers provide outstanding instruction/coaching.

Stoneleigh-Burnham School

574 Bernardston Rd. , Greenfield, MA 01301

(413) 774-2711 <http://www.sbschool.org>

Programs in riding, debate, fine arts and dance. Strong academics, competitive athletics for girls in grades 9-12.

St. Timothy's School

8400 Greenspring Ave. , Stevenson, MD 21153

(410) 486-7400

Challenging college-preparatory curriculum for girls in grades 9-12 and PG. We offer a liberal arts education with AP and honors courses. Campus includes an equestrian center.

Sul Ross State University

P.O. Box C-114 , Alpine, Texas 79832

(915) 837-8011

WEBSITE: <http://www.sulross.edu>

Where College Rodeo Began! The National Intercollegiate Rodeo Association was born on the Sul Ross campus on November 6, 1948. Limited number of stalls available.

University of Arizona

Race Track Industry Program
PO Box 210069 , Tucson, AZ 85721-0069
(520) 621-5660

WEBSITE: <http://ag.arizona.edu/rtip/>

A bachelor of science degree specializing in the racing industry with lucrative scholarships, internships and employment opportunities.

University of Bristol

Department of Anatomy
Langford, Bristol BS40 5DU , United Kindom
Phone: 01934 853223 <http://www.bristol.ac.uk/>

Equine Science BSc (Hons) at Bristol provides a unique education in equine biomedical science, covering in-depth the scientific basis for horse management and the physiology and mechanics of exercise performance.

University of Findlay

1000 N. Main St. , Findlay, OH 45840
(800) 548-0932 <http://www.findlay.edu>

English and Western riding, equine management and pre-veterinary medicine. 2 state-of-the-art facilities.

University of Louisville

Equine Industry Program
Louisville, KY 40292
(502) 852-7617

EMAIL: eip@cbpa.louisville.edu

WEBSITE: <http://business.louisville.edu/content/view/121/146/>

Located right in the heart of horse country. The Equine Industry program offers the only equine major in North America that comes with AACSB-accredited BS degree in business management.

University of Maryland

Institute of Applied Agriculture - Equine Business Management
2115 Jull Hall, College Park, MD 20742
(301) 405-4690

EMAIL: ep88@umail.umd.edu

WEBSITE: <http://www.equinestudies.umd.edu/>

IAA's Equine Business Management curriculum includes both horse and business courses. Required courses such as equine nutrient management, horse management, and equine pasture management and hay production are included in the program.

Virginia Intermont College

1013 Moore St. , Bristol, VA 24201
(800) 451-IVIC <http://www.vic.edu/>

Traditional horsemanship, the mechanism of the horse and the workings of rider position. Fully accredited 4-year degree in equine studies.

Wesleyan College

Jon Conyers, Director of Riding
4760 Forsyth Rd. , Macon, GA 31210
(912) 757-5103 <http://www.wesleyancollege.edu/>

EMAIL: Jon.Conyers@post.Wesleyan-College.edu

Hunt seat, dressage and western riding. IHSA and ANRC varsity team participation. Boarding Available.

West Texas A M University

2501 4th Avenue , Canyon, Texas 79016-0001
(806) 651-2000

WEBSITE: <http://www.wtamu.edu/>

William Woods University

One University Avenue , Fulton, MO 65251-1098
(573) 642-2251 <http://www.williamwoods.edu/>

A co-ed liberal arts university offering a bachelor's degree in both Equestrian Science and Equine Administration. Applied Riding in Dressage, Hunt Seat, Saddle Seat and Western. Full calendar of horse shows and clinics.

VETERINARY COLLEGES

The Association of American Veterinary Medical Colleges (AAVMC) <http://www.aavmc.org>
1101 Vermont Ave, NW Suite 301 Washington DC 20005
AAVMC Phone: 202.371.9195 Fax: 202.842.0773

Veterinary Colleges

Auburn University <http://www.vetmed.auburn.edu/>
Colorado State University <http://www.cvms.colostate.edu>
Cornell University <http://www.vet.cornell.edu>
Iowa State University <http://vetmed.iastate.edu>
Kansas State University <http://www.vet.ksu.edu>
Louisiana State University <http://www.vetmed.lsu.edu/>
Michigan State University <http://www.cvm.msu.edu/>
Mississippi State University <http://www.cvm.msstate.edu/>
North Carolina State University <http://www.cvm.ncsu.edu/>
Ohio State University <http://www.vet.ohio-state.edu/>
Oklahoma State University <http://www.cvm.okstate.edu/welcome/>
Oregon State University <http://oregonstate.edu/vetmed/>
Purdue University <http://www.vet.purdue.edu/>
Texas A&M University <http://www.cvm.tamu.edu/>
Tufts University <http://www.tufts.edu/vet/>
Tuskegee University <http://www.tuskegee.edu/Global/category.asp?C=35019&nav=CcX8CqPI>
University of California, Davis <http://www.vetmed.ucdavis.edu/>
University of Florida <http://www.vetmed.ufl.edu/>
University of Georgia <http://www.vet.uga.edu/index.php>
University of Illinois at Urbana-Champaign <http://vetmed.illinois.edu/>
University of Minnesota <http://www.cvm.umn.edu/>
University of Missouri <http://www.cvm.missouri.edu/>
University of Pennsylvania <http://www.vet.upenn.edu/>
University of Tennessee <http://www.vet.utk.edu/>
University of Wisconsin-Madison <http://www.vetmed.wisc.edu/home>
Virginia-Maryland Regional College of Veterinary Medicine <http://www.vetmed.vt.edu/>
Washington State University <http://www.vetmed.wsu.edu/>
Western University of Health Sciences <http://www.westernu.edu/xp/edu/veterinary/about.xml>

Canadian Veterinary Medical Schools and Colleges

Université de Montréal <http://www.medvet.umontreal.ca/index.html>
University of Calgary <http://vet.ucalgary.ca/>
University of Guelph <http://www.ovc.uoguelph.ca/future/dvm/>
University of Prince Edward Island <http://www.upei.ca/avc/>
University of Saskatchewan <http://www.usask.ca/wcvm/>

International Veterinary Medical Schools and Colleges

Massey University <http://vet-school.massey.ac.nz/>
Murdoch University <http://www.vetbiomed.murdoch.edu.au/>
University College Dublin <http://www.ucd.ie/vetmed/>
University of Edinburgh <http://www.ed.ac.uk/schools-departments/vet>
University of Glasgow <http://www.gla.ac.uk/faculties/vet/>
University of London <http://www.rvc.ac.uk/>
University of Melbourne <http://www.vet.unimelb.edu.au/>
University of Sydney <http://www.vetsci.usyd.edu.au/>

SECTION F BUSINESS RESOURCES

In Progress - Coming soon



CHAPTER 8 DO AND DON'T GUIDELINES AND CHECK LISTS



DO:

1. Put together a “goodie bag” for the participants with such things as pencils, tablets, candy, crackers, etc. Include a program. Programs are important. This can be a simple flyer or a professional booklet.
2. Start a campaign to interest participants. Publicize the schedule, price, registration form, vendor and advertising fees. Encourage local clubs to support the program. Have the offer scholarships, free rooms, contribute to the “goodie bags”, take vendor space, etc. Put up flyers in tack shops. Send articles to all club newsletters and appropriate bred publications. Use as much free advertising as possible. Limit paid advertising.
3. As the date nears, line up additional volunteers to man the registration desk, fill the “goodie bags”, change room marquees, decorate tables, introduce guests, and do other last minute, necessary jobs.
4. Make sure your facility has plenty of rest rooms; if not order portable toilets.
5. Allow stretch breaks between sessions.
6. Try to find ways to involve youth, perhaps grooming horses for the experts, etc.
7. Schedule social activities.
8. Try to enlist some volunteers for babysitting services; many senior citizens are glad to help.
9. Hire a photographer and videographer.
10. Make sure you have and are covered by insurance.

DON'T

1. Don't leave details until the last minute.
2. Don't try to squeeze too many activities into one session; you will lose your attendee's attention.
3. Don't allow your speaker to go over their time limit if more than one event is scheduled in a day or time period.
4. Don't choose an event larger than your club can handle
5. Don't take anything for granted.
6. Don't pretend to have all the answers. Be willing to ask for and take help or advice.
7. Don't forget insurance requirements.

NOTE: The following check lists are very detailed. DO NOT be intimidated by their size. Some will pertain to your event and some will not. Pick and choose what will help you. By utilizing these forms it should help alleviate your committee's fears about what may have been overlooked.

CHECK LIST/PRE-EVENT BRIEFING

<p>1. Review all assignments, arrangements, changes with</p> <ul style="list-style-type: none"> <input type="checkbox"/> Auditorium manager, key personnel <input type="checkbox"/> Equine facility personnel <input type="checkbox"/> Event bureau representative, key personnel <input type="checkbox"/> Event committee, official, key personnel <input type="checkbox"/> Exhibit hall manager, key personnel <input type="checkbox"/> Horse event manager, key personnel <input type="checkbox"/> Hotel executive, key personnel <input type="checkbox"/> Outside business firms, key personnel <input type="checkbox"/> Volunteers <p>2. Functions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exhibits <input type="checkbox"/> Food functions <input type="checkbox"/> Horse events (Show, clinics, etc.) <input type="checkbox"/> Meetings <input type="checkbox"/> Sessions <input type="checkbox"/> Sightseeing trips <input type="checkbox"/> Social events <input type="checkbox"/> Special events <input type="checkbox"/> Special tours <p>3. Facilities, equipment, services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting procedure <input type="checkbox"/> Bedding <input type="checkbox"/> Beverages <input type="checkbox"/> Cashiering <input type="checkbox"/> Credit (Organization, staff, registrants) <input type="checkbox"/> Engineering, special utilities <input type="checkbox"/> Entertainment <input type="checkbox"/> Exhibits <input type="checkbox"/> Feed 	<ul style="list-style-type: none"> <input type="checkbox"/> First aid <input type="checkbox"/> Food (Menus, other) <input type="checkbox"/> Housing, reservations (Regular, staff, special guests) <input type="checkbox"/> Housekeeping <input type="checkbox"/> Meetings <input type="checkbox"/> Parking <input type="checkbox"/> Photographs <input type="checkbox"/> Printing, duplicating <input type="checkbox"/> Projection equipment (Include TV & VCR) <input type="checkbox"/> Public address system <input type="checkbox"/> Publicity, press relations <input type="checkbox"/> Receiving, shipping <input type="checkbox"/> Registration <input type="checkbox"/> Reporting <input type="checkbox"/> Security (Guards, ushers, safety deposit space) <input type="checkbox"/> Stalls <input type="checkbox"/> Telephone, telegraph, messages <input type="checkbox"/> Transportation <p>4. Meeting room setup - detailed instructions on function sheets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Given <input type="checkbox"/> Updated <input type="checkbox"/> Checked <p>5. Events materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Received <input type="checkbox"/> Organized <input type="checkbox"/> Distributed
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CHECK LIST/SITE SELECTION

- | | |
|--|--|
| <p>1. Organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Type <p>2. Event official</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Title <input type="checkbox"/> Address <input type="checkbox"/> Local contacts, if any <p>3. Event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Characteristics <input type="checkbox"/> Duration of meetings
(Pre-event, event period, post-event) <input type="checkbox"/> Exhibits <input type="checkbox"/> Expected attendance <input type="checkbox"/> Food functions <input type="checkbox"/> Meetings <input type="checkbox"/> Social functions <input type="checkbox"/> Other <p>4. Location</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessibility
(Air, bus, car, train) <input type="checkbox"/> Attractions <input type="checkbox"/> Climate <input type="checkbox"/> Holidays <input type="checkbox"/> Metropolitan <input type="checkbox"/> Resort <input type="checkbox"/> Special events <p>5. Equine facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Climate suitability <input type="checkbox"/> Food facilities <input type="checkbox"/> Footing <input type="checkbox"/> Parking <input type="checkbox"/> Rest room facilities <input type="checkbox"/> Ring capacity <input type="checkbox"/> Seating capacity <input type="checkbox"/> Security <input type="checkbox"/> Sound systems <input type="checkbox"/> Stall availability <input type="checkbox"/> Vehicle accessibility <p>6. Other events booked immediately prior to, overlapping, immediately following - effect on</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment <input type="checkbox"/> Exhibit space <input type="checkbox"/> Facilities <input type="checkbox"/> Meeting rooms <input type="checkbox"/> Services <input type="checkbox"/> Sleeping rooms <p>7. Convention bureau</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of bureau <input type="checkbox"/> Name of representative <input type="checkbox"/> Address <input type="checkbox"/> Facilities, equipment, services
(Complimentary, charges) <p>8. Hotel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number <input type="checkbox"/> Names <input type="checkbox"/> Accessibility | <ul style="list-style-type: none"> <input type="checkbox"/> Availability <input type="checkbox"/> Appearance
(Inside, outside) <input type="checkbox"/> Hotel executives
(General manager, sales manager, event service manager, reservations manager, banquet manager) <input type="checkbox"/> Sleeping rooms
(Number, type, upkeep, rates) <input type="checkbox"/> Meeting rooms
(Number, type, upkeep, lighting, ventilation control - cooling/heating, capacity - by setup, obstructions, food service available, suitability for exhibits, facilities - equipment/services/charges/if any) <p>9. Facilities, equipment, services other than those available through hotel or convention bureau</p> <p>10. Working relationship</p> <ul style="list-style-type: none"> <input type="checkbox"/> Convention bureau <input type="checkbox"/> Hotels <input type="checkbox"/> Local business firms <input type="checkbox"/> Unions <p>11. Exhibit space</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access
(Limiting dimensions, limiting weight, other limitations) <input type="checkbox"/> Address <input type="checkbox"/> Auditorium manager <input type="checkbox"/> Ceiling height
(Maximum, limitations) <input type="checkbox"/> Decorating services available <input type="checkbox"/> Drayage policy <input type="checkbox"/> Food and beverage capability <input type="checkbox"/> Lighting <input type="checkbox"/> Maximum floor load
(Live, static) <input type="checkbox"/> Move-in or move-out limitations <input type="checkbox"/> Rental charge <input type="checkbox"/> Square footage <input type="checkbox"/> Storage policy <input type="checkbox"/> Utilities <input type="checkbox"/> Ventilation control
(Cooling, heating) <input type="checkbox"/> Width and height of door openings <p>12. Local tax rate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beverage <input type="checkbox"/> Entertainment <input type="checkbox"/> Food <input type="checkbox"/> Hotel tax <input type="checkbox"/> Other <p>13. Local alcoholic beverage laws, policies</p> <p>14. Rules, regulations, licenses, policies, practices applicable to event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hotel <input type="checkbox"/> Local <input type="checkbox"/> Other <p>15. Special areas to follow up</p> <p>16. Other important comments</p> <p>17. Put everything in writing</p> |
|--|--|

CHECK LIST/EVENT SERVICES MANAGER

<p>1. Title with authority</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Telephone extension <input type="checkbox"/> Pager or beeper <input type="checkbox"/> Duty schedule <input type="checkbox"/> Status department head/or staffer <input type="checkbox"/> Secretary's name (Back-up person) <input type="checkbox"/> Reports to <p>2. Areas of responsibility/liaison</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Audiovisuals <input type="checkbox"/> Bulletin boards <input type="checkbox"/> Catering <input type="checkbox"/> Entertainment <input type="checkbox"/> Gratuities <input type="checkbox"/> Local transportation <input type="checkbox"/> Set-up crews <input type="checkbox"/> Telephones <input type="checkbox"/> VIP reservations 	<p>3. Communications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copies of all correspondence to other departments <input type="checkbox"/> First meeting (When, where) <input type="checkbox"/> Intra-hotel distribution <input type="checkbox"/> Preliminary program <input type="checkbox"/> Standardized forms <input type="checkbox"/> Preliminary staging guide <input type="checkbox"/> Final staging guide <p>4. On site</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set up pre-opening meeting <input type="checkbox"/> Arrange daily meetings <input type="checkbox"/> Introduce to staff <input type="checkbox"/> Introduce to VIPs <input type="checkbox"/> Updated schedule <input type="checkbox"/> Daily critique <input type="checkbox"/> Follow-up critique
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CHECK LIST/HOUSING AND RESERVATIONS

<p>1. Expected attendance</p> <ul style="list-style-type: none"> <input type="checkbox"/> New location <input type="checkbox"/> Repeat location <p>2. Previous pattern of arrivals, departures</p> <p>3. Sleeping accommodations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number needed, committed - rates <input type="checkbox"/> Singles <input type="checkbox"/> Double-bedded <input type="checkbox"/> Twin-bedded <input type="checkbox"/> Suites (Parlor - 1 bedroom, parlor - 2 bedrooms) <input type="checkbox"/> Other <p>4. Period for which event rates apply</p> <p>5. Complimentary accommodations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number <input type="checkbox"/> Type <input type="checkbox"/> Assignment <p>6. Hospitality suites for official use of organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number <input type="checkbox"/> Type <input type="checkbox"/> Rates <p>7. Reservation forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirmation and assignment of accommodations (Hotel, type, rate) <input type="checkbox"/> Mailed by <input type="checkbox"/> Mailing date schedule <input type="checkbox"/> Returned to (Hotel reservation request) <input type="checkbox"/> Supplied by 	<ul style="list-style-type: none"> <input type="checkbox"/> Type <input type="checkbox"/> Who gets copies <input type="checkbox"/> Who handles <p>8. Procedure for handling special and speaker reservations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complimentary <input type="checkbox"/> Paid by individual <input type="checkbox"/> Paid by organization <input type="checkbox"/> Reserved by individual <input type="checkbox"/> Reserved by organization <p>9. Release date for unassigned accommodations</p> <p>10. Procedure for keeping the event official, hotel executive, and convention bureau representative informed as to number</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reservations <input type="checkbox"/> Cancellations <input type="checkbox"/> No-shows <p>11. Tax rate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <p>12. Alcoholic beverages</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local laws <input type="checkbox"/> Policies <input type="checkbox"/> Practices <p>13. Rules, regulations, licenses, policies, practices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hotel <input type="checkbox"/> Local <input type="checkbox"/> Union
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CHECK LIST/CONVENTION BUREAU, HALL, OUTSIDE SERVICES

1. Check the Bureau for:

- Advance registration
- Adding machines
- Arrange special facilities
- Attendance stimulation
- Badges
- Banners
- Bold face typewriters
- Bonded registration clerks, typists and cashiers
- Brochures and informative materials
- Bulletin typewriters
- Calculators
- Cash boxes
- Children's programs
- Color slides
- Copy machines
- Discount bus passes
- Entertainment guide
- Extra registration help
- Familiarization tour for meeting planners
- Fashion show arrangements
- Films
(16mm)
- Flyers
- Housing bureau
(Sometimes available only for multi-hotel events)
- Information hosts and hostesses
- Information kits
- Interpreters
- Invitations assistance
- Liaison for all contacts and suppliers
- Liaison with public officials
- Luncheons
- Mailings
- Maps
- News media contacts
- News releases
- Office furniture
- Office space for organization staff
- Official greeting
- Parking permits, cards, stickers
- Personnel to assist with ticket sales
- Photographs
- Plastic information bags
- Post-event tour assistance
- Posters
- Pre-planning assistance
- Professional services
- Program covers
- Publicity staff direction
(On consulting basis)
- Registration assistance
(Standard and formal basis)

- Registration cards
- Religious leaders
(Secure services for opening and closing session)
- Restaurant guide
- Ribbons
- Secretarial services
- Shopping programs
- Sightseeing trips
- Site selection assistance
- Solicitations assistance
- Sports events
- Spouse programs
- Transportation coordinator
- VIP gifts
- VIP transport
- Walking tour pamphlets
- Welcome letter
- Welcome packets

2. Check the hall for:

- Check room
- Concession stands
- Crate handling
- Exhibit booths
- Exhibit hall floor plan
- Food and beverage service
- Forklift
- Housekeeping
- Labor pool
- Lecterns
- Microphones
- Office space
- Organ
- Parking space
- Piano
- Pipe and drape
- Portable seats
- Portable stage
- Projectors
 - 16 mm
 - Slide
- Receiving shipments
- Registration space
- Rental fees
- Rest rooms
- Security
- Screen(s) for projector(s)
- Sound systems
 - Permanent
 - Portable
- Spotlights
- Storage
- Table and chairs

CHECK LIST/CONVENTION BUREAU, HALL, OUTSIDE SERVICES (Cont.)

<ul style="list-style-type: none"> <input type="checkbox"/> Telephone service <input type="checkbox"/> Truck access <input type="checkbox"/> Ushers <input type="checkbox"/> Utilities <input type="checkbox"/> Wheelchair access 3. Check with outside suppliers for: <input type="checkbox"/> Advertising <ul style="list-style-type: none"> <input type="checkbox"/> Direct mail <input type="checkbox"/> Display designs and producers <input type="checkbox"/> Motion picture <input type="checkbox"/> Outdoor <input type="checkbox"/> Periodicals <input type="checkbox"/> Producers <input type="checkbox"/> Audiovisual <input type="checkbox"/> Car rentals <input type="checkbox"/> Carpentry <input type="checkbox"/> Catering <input type="checkbox"/> Decorations <input type="checkbox"/> Entertainment <input type="checkbox"/> Flowers 	<ul style="list-style-type: none"> <input type="checkbox"/> Freight forwarders <input type="checkbox"/> Freight handling <input type="checkbox"/> Modeling agencies <input type="checkbox"/> Photographs <input type="checkbox"/> Printing <input type="checkbox"/> Publicity <ul style="list-style-type: none"> <input type="checkbox"/> Newspapers <input type="checkbox"/> Magazines <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Speakers <input type="checkbox"/> Tours <input type="checkbox"/> Transportation <ul style="list-style-type: none"> <input type="checkbox"/> Airlines <input type="checkbox"/> Charters <input type="checkbox"/> Auto leasing <input type="checkbox"/> Bus lines <input type="checkbox"/> Limousine service <input type="checkbox"/> Taxis
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CHECK LIST/FOOD, BEVERAGE FUNCTIONS

<ul style="list-style-type: none"> 1. Type of function <input type="checkbox"/> Expected attendance <input type="checkbox"/> Nature (Business, social, dance, hospitality) <input type="checkbox"/> Timing (Morning, noon, afternoon, dinner, evening, continuous) 2. Accommodations <input type="checkbox"/> Type of room <input type="checkbox"/> Size of room (Dimensions, columns, obstructions) <input type="checkbox"/> Acoustics <input type="checkbox"/> Charges <input type="checkbox"/> Decor <input type="checkbox"/> Housekeeping <input type="checkbox"/> Lighting (Adequacy, glare, reflections) <input type="checkbox"/> Maintenance <input type="checkbox"/> Scaled floor plan <input type="checkbox"/> Seating capacity <input type="checkbox"/> Ventilation-control (Cooling, heating) 3. Schedule of costs <input type="checkbox"/> Room <input type="checkbox"/> Food <input type="checkbox"/> Beverages <input type="checkbox"/> Services <input type="checkbox"/> Gratuities (Contract, optional, basic charge, overtime) 	<ul style="list-style-type: none"> <input type="checkbox"/> Entertainment (Fees, union requirements, maintenance, taxes, travel charges) <input type="checkbox"/> Facilities, equipment (Regular, special) <input type="checkbox"/> Souvenirs (Awards) <input type="checkbox"/> Decorations 4. Rules, regulations, licenses, policies, practices <input type="checkbox"/> Federal/State <input type="checkbox"/> Hotel <input type="checkbox"/> Local <input type="checkbox"/> Organization <input type="checkbox"/> Union 5. Alcoholic beverage controls <input type="checkbox"/> Corkage <input type="checkbox"/> Licenses <input type="checkbox"/> Local laws/restrictions <input type="checkbox"/> Lounge hours and capacities <input type="checkbox"/> Policies and practices 6. Taxes <input type="checkbox"/> Local <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other 7. Restrictive policies, practices <input type="checkbox"/> Community <input type="checkbox"/> Hotel <input type="checkbox"/> Organization
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CHECK LIST/FOOD, BEVERAGE FUNCTIONS (Cont.)

- | | |
|---|---|
| <p>8. Banquet time schedule</p> <ul style="list-style-type: none"> <input type="checkbox"/> Room setup <input type="checkbox"/> Tickets on sale at door <input type="checkbox"/> Cocktails <input type="checkbox"/> Doors open <input type="checkbox"/> Head table guests
(Assemble, enter) <input type="checkbox"/> Special opening
(National anthem, invocation, other) <input type="checkbox"/> Food service <input type="checkbox"/> Tables cleared <input type="checkbox"/> Music <input type="checkbox"/> Entertainment <input type="checkbox"/> Speakers <input type="checkbox"/> Dancing <p>9. Room setup</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scaled diagram <input type="checkbox"/> Expected attendance
(Extra settings) <input type="checkbox"/> Type of function <input type="checkbox"/> Furniture
(Type, quantity, arrangement) <input type="checkbox"/> Stage, platform, dance floor
(Location, width/height and depth, shape, dimensions, surface, proscenium height, runways, ramps, risers) <input type="checkbox"/> Access aisles <input type="checkbox"/> Lighting
(Regular, special) <input type="checkbox"/> Decorations <input type="checkbox"/> Public address system <input type="checkbox"/> Acoustics <input type="checkbox"/> Ventilation controls <input type="checkbox"/> Facilities, equipment <p>10. Buffet setup table service</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expected attendance <input type="checkbox"/> Tables
(Size, shape, seating capacity, arrangements) <input type="checkbox"/> Chairs - type <input type="checkbox"/> Access aisles
(Buffet setup serpentine, etc.) <p>11. Hospitality function setup</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expected attendance <input type="checkbox"/> Location <input type="checkbox"/> Furniture
(Occasional, conversational groups) <input type="checkbox"/> Coffee, snack tables <input type="checkbox"/> Bar <input type="checkbox"/> Decorations <p>12. Head table guests assembly</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assembly room
(Furniture, arrangement) <input type="checkbox"/> Bar service - bartender, waiter | <ul style="list-style-type: none"> <input type="checkbox"/> Time of assembly <input type="checkbox"/> Host, hostess <input type="checkbox"/> Line up arrangement for seating <input type="checkbox"/> Boutonnieres <input type="checkbox"/> Usher, guide <p>13. Head table</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location <input type="checkbox"/> Size <input type="checkbox"/> Floor level <input type="checkbox"/> Raised
(Single level, multiple levels) <input type="checkbox"/> Floor covering <input type="checkbox"/> Seating
(Chairs - type, arrangement, number, place cards) <input type="checkbox"/> Decorations <input type="checkbox"/> Special beverages <input type="checkbox"/> Cigars, cigarettes <input type="checkbox"/> Accounting record of number served <input type="checkbox"/> Special service <p>14. Lectern</p> <ul style="list-style-type: none"> <input type="checkbox"/> Light
(Switch location, operating, beam adjusted, glare checked, speaker, head table, audience) <input type="checkbox"/> Location <input type="checkbox"/> Placement
(Prior placement, place on signal) <input type="checkbox"/> Type - adequate <input type="checkbox"/> Public address system <input type="checkbox"/> Teleprompter <input type="checkbox"/> Gavel <input type="checkbox"/> Signal systems
(Speaker timing, lights-on/off, projection service) <input type="checkbox"/> Pointer
(Plain, lighted indicator) <input type="checkbox"/> Water, fresh-glass
(Easily available, inconspicuous, safe from spilling) <p>15. Reserved seat function location</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Outdoors with indoors <input type="checkbox"/> Alternate <input type="checkbox"/> Scaled floor plan <p>16. Reserved table arrangement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Layout diagrammed
(Table placement, access aisles) <input type="checkbox"/> Tables marked
(Table number, seating capacity - standard/ exceptions/number of seats/table shape) <input type="checkbox"/> Checked with site <input type="checkbox"/> Diagram copies available
(Reservations desk, hotel, ushers, posted notices) <input type="checkbox"/> Pre-function check
(Arrangement, table numbers, table seating capacity) |
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CHECK LIST/FOOD, BEVERAGE FUNCTIONS (Cont.)

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| <p>17. Seat reservations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assignment
(Advance, current) <input type="checkbox"/> Notification
(Marked on tickets, seating lists, by names, by tables) <p>18. Transfer considerations in table numbering at alternate location</p> <ul style="list-style-type: none"> <input type="checkbox"/> Relative position
(Head table, stage, dance floor, other) <input type="checkbox"/> Relative arrangements
(Special guests, multiple party groups, other) <input type="checkbox"/> Table layout diagram
(Prepared in advance, checked with hotel, copies as required - hotel/posted/ushers) <input type="checkbox"/> Table numbers
(Not in sequence - retaining: original seat assignments/relative position/relative arrangement. In sequence: requiring reassignment of seats to retain relative position/relative arrangement) <p>19. Notice of location change</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bulletin board notice
(Change notice, directional) <input type="checkbox"/> Signs <input type="checkbox"/> Ushers as required <input type="checkbox"/> Verbal announcements <input type="checkbox"/> Written notice <p>20. Menus - charges</p> <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Dinner <input type="checkbox"/> Luncheon <input type="checkbox"/> Cocktail reception <input type="checkbox"/> Tea <input type="checkbox"/> Coffee break <input type="checkbox"/> Hospitality hour <p>21. Charges - coverage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food <input type="checkbox"/> Beverages <input type="checkbox"/> Gratuities <input type="checkbox"/> Taxes <p>22. Types of service, basis of charges, gratuities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-service <input type="checkbox"/> Captains <input type="checkbox"/> Waiters <input type="checkbox"/> Bartenders <input type="checkbox"/> Attendants <p>23. Best estimate, guarantee of covers needed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Deadline day, time <input type="checkbox"/> Percentage leeway <p>24. Beverages - functions, room service</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type <input type="checkbox"/> Order timing
(Advance, current service) | <ul style="list-style-type: none"> <input type="checkbox"/> Charges - basis
(By bottle, by drink, by person, beverages - drink/bottle/package/corkage, glasses, ice, mixes, snacks, gratuities, taxes) <input type="checkbox"/> Return of unused beverages
(Mixes, unopened bottles, opened bottles) <input type="checkbox"/> Check-in, out procedures <p>25. Materials for distribution</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agendas <input type="checkbox"/> Favors, souvenirs <input type="checkbox"/> Menus <input type="checkbox"/> Place cards <input type="checkbox"/> Programs <input type="checkbox"/> Table identification cards <input type="checkbox"/> Table notices
(Gratuity handling, complimented items) <p>26. Type of admission - procedure facilities for sale or issuance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Badges <input type="checkbox"/> Cards <input type="checkbox"/> Tickets <input type="checkbox"/> Other <p>27. Collection of admissions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personnel
(Available, instructed) <input type="checkbox"/> Timing
(At entrance, at table, at buffet) <input type="checkbox"/> At head table <p>28. Instructions for special admission problems</p> <ul style="list-style-type: none"> <input type="checkbox"/> Door checks for readmission <input type="checkbox"/> Required admission missing
(At head table, in audience) <input type="checkbox"/> Wrong reserved seat occupied <p>29. Instructions for return of collected admissions to organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hotel <input type="checkbox"/> Organization personnel <p>30. Facilities, equipment, services availability, sources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Convention bureau <input type="checkbox"/> Hotel <input type="checkbox"/> Organization <input type="checkbox"/> Outside firms <p>31. Lighting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Table lamps <input type="checkbox"/> Spots <input type="checkbox"/> Drop lights <input type="checkbox"/> Other <p>32. Electricity</p> <ul style="list-style-type: none"> <input type="checkbox"/> AC <input type="checkbox"/> DC <input type="checkbox"/> Special |
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CHECK LIST/FOOD, BEVERAGE FUNCTIONS (Cont.)

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| <p>33. Teleprompter</p> <ul style="list-style-type: none"><input type="checkbox"/> Ordered<input type="checkbox"/> In place<input type="checkbox"/> Working <p>34. Public address system</p> <ul style="list-style-type: none"><input type="checkbox"/> Microphones in place<input type="checkbox"/> Tested, operating<input type="checkbox"/> Volume adjusted<input type="checkbox"/> Attendant
(On hand, immediately available) <p>35. Microphones</p> <ul style="list-style-type: none"><input type="checkbox"/> Type<input type="checkbox"/> Portable
(Hand, yoke, lapel)<input type="checkbox"/> Fixed
(Lectern, table, stand)<input type="checkbox"/> Number<input type="checkbox"/> Location<input type="checkbox"/> Adjustments
(On/off, height, distance, direction)<input type="checkbox"/> Mixer requirements<input type="checkbox"/> Tested, operating <p>36. Decorations, flowers, props</p> <ul style="list-style-type: none"><input type="checkbox"/> Need determined<input type="checkbox"/> Ordered<input type="checkbox"/> Installation time set<input type="checkbox"/> Arrangement<input type="checkbox"/> Placement<input type="checkbox"/> Charges<input type="checkbox"/> Installation checked<input type="checkbox"/> Removal instructions<input type="checkbox"/> Post-function use <p>37. Special services</p> <ul style="list-style-type: none"><input type="checkbox"/> Checkrooms<input type="checkbox"/> Elevators<input type="checkbox"/> Garage facilities<input type="checkbox"/> Parking<input type="checkbox"/> Telephone<input type="checkbox"/> Traffic control<input type="checkbox"/> Transportation <p>38. Telephone, message service</p> <ul style="list-style-type: none"><input type="checkbox"/> Incoming<input type="checkbox"/> Outgoing<input type="checkbox"/> Restrictions<input type="checkbox"/> Changes <p>39. Special personnel</p> <ul style="list-style-type: none"><input type="checkbox"/> Available<input type="checkbox"/> Instructed <p>40. Escorts for special guests</p> <ul style="list-style-type: none"><input type="checkbox"/> Assigned<input type="checkbox"/> Back-up arranged | <p>41. Ticket service</p> <ul style="list-style-type: none"><input type="checkbox"/> Cashiers<input type="checkbox"/> Clerks<input type="checkbox"/> Ticket collectors <p>42. Attendants</p> <ul style="list-style-type: none"><input type="checkbox"/> Doorpersons<input type="checkbox"/> Guards<input type="checkbox"/> Ushers <p>43. Reporters, recorders</p> <ul style="list-style-type: none"><input type="checkbox"/> Equipment
(In place, place on signal)<input type="checkbox"/> Operator
(Available, instructed, reference material on hand) <p>44. Photographer</p> <ul style="list-style-type: none"><input type="checkbox"/> Equipment available<input type="checkbox"/> Event, person(s) named <p>45. Projection, demonstration equipment: props</p> <ul style="list-style-type: none"><input type="checkbox"/> Location<input type="checkbox"/> Placement timing
(In place, place on signal)<input type="checkbox"/> Special operator
(Available, instructed)<input type="checkbox"/> Maximum visibility
(Screen, display boards/charts, demonstration tables)<input type="checkbox"/> Reference material
(Available, identified, in proper order)<input type="checkbox"/> Charges <p>46. Entertainment</p> <ul style="list-style-type: none"><input type="checkbox"/> Type
(Speakers, music, show, moving picture, other)<input type="checkbox"/> Rehearsals
(Time, location)<input type="checkbox"/> Dressing rooms
(Adequate lights, mirrors, hangers, rest room facilities)<input type="checkbox"/> Special requirements
(Stage, lighting, props) <p>47. Signs</p> <ul style="list-style-type: none"><input type="checkbox"/> Publicity<input type="checkbox"/> Identification<input type="checkbox"/> Direction<input type="checkbox"/> Other <p>48. Publicity</p> <ul style="list-style-type: none"><input type="checkbox"/> Bulletin board notices<input type="checkbox"/> Posters<input type="checkbox"/> Signs<input type="checkbox"/> Written notices - distributed
(Individually - mail boxes/room doors/other; on tables for pickup, other) |
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CHECK LIST/SPEAKERS

<p>1. Objectives</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with planning committee <p>2. Sources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Colleagues <input type="checkbox"/> Government agencies/colleges <input type="checkbox"/> Other organizations in your field <input type="checkbox"/> Speakers associations <input type="checkbox"/> Trade publications <p>3. Screening possible speakers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cassette of speech <input type="checkbox"/> Check references <input type="checkbox"/> Notes during telephone conversation <input type="checkbox"/> Obtain copy of speech <input type="checkbox"/> Sit in on actual presentation <p>4. Tell chosen speakers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date, time of presentation <input type="checkbox"/> Location <input type="checkbox"/> Size, age and sex of your group <input type="checkbox"/> Redefine objectives of meeting <input type="checkbox"/> Special interests of attendees <input type="checkbox"/> Specific topic to be covered <input type="checkbox"/> Layout of room <input type="checkbox"/> Special clothing requirements <input type="checkbox"/> Fees and expenses to be paid 	<p>5. Advance information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hotel arrangements <input type="checkbox"/> Travel arrangements <input type="checkbox"/> Add name to promotion list <input type="checkbox"/> Audiovisual requirements <input type="checkbox"/> Permission to tape presentation <input type="checkbox"/> Picture and biographical material <input type="checkbox"/> Attending alone or with a guest <p>6. Rehearsal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Room arranged <input type="checkbox"/> Speaker notified of time and place <input type="checkbox"/> Audiovisual equipment in place <p>7. Pre-meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Escort assigned for airport and to meeting room <input type="checkbox"/> Badge provided for speaker and guest <input type="checkbox"/> Tickets to functions provided <input type="checkbox"/> Arrangements to entertain <input type="checkbox"/> Plans made for speaker's guest <input type="checkbox"/> Gifts in room <p>8. Introduction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cleared with speaker
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CHECK LIST/REGISTRATION, INFORMATION SERVICES

<p>1. General requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location <input type="checkbox"/> Equipment <input type="checkbox"/> Facilities <input type="checkbox"/> Services <input type="checkbox"/> Personnel <input type="checkbox"/> Procedures <input type="checkbox"/> Instructions <input type="checkbox"/> Working forms <input type="checkbox"/> Reference materials <input type="checkbox"/> Supplies <p>2. Location</p> <ul style="list-style-type: none"> <input type="checkbox"/> Convenience to (Registrants, personnel) <input type="checkbox"/> Single, multiple services <input type="checkbox"/> Accessible <input type="checkbox"/> Practical <input type="checkbox"/> Suitable <input type="checkbox"/> Adequate <input type="checkbox"/> Attractive <input type="checkbox"/> Clearly designated <input type="checkbox"/> Well-lighted <input type="checkbox"/> Well-ventilated <p>3. Height of work area</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor level 	<ul style="list-style-type: none"> <input type="checkbox"/> Platform <p>4. Platform</p> <ul style="list-style-type: none"> <input type="checkbox"/> Size <input type="checkbox"/> Height <input type="checkbox"/> Attractively covered <input type="checkbox"/> Safety precautions (Adequate size, adequate space of walk, floor coverings fastened, wiring covered and stairs-level changes - guard rails/other - hand rails - warning signs) <p>5. Work space classification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration <input type="checkbox"/> Ticket sales <input type="checkbox"/> Information <input type="checkbox"/> Membership <input type="checkbox"/> Emergency housing <input type="checkbox"/> Messages <input type="checkbox"/> Hospitality <input type="checkbox"/> Transportation <input type="checkbox"/> Publications, materials <input type="checkbox"/> Press relations <input type="checkbox"/> Photograph orders <input type="checkbox"/> Secretarial <input type="checkbox"/> Personal shopping
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CHECK LIST/REGISTRATION, INFORMATION SERVICES (Cont.)

- Baby sitting
- 6. Determination of required facilities, equipment, services**
 - Use
 - Convenience to (Registrants, personnel)
 - Availability
 - Practicability
 - Adequacy
 - Appearance
 - Cost
- 7. Facilities, equipment, services specifications**
 - Quantity
 - Description
 - Special requirements
 - Delivery date
 - Period of time needed
 - Receipts, releases
 - Personnel contact
- 8. Furniture**
 - Chairs
 - Counters
 - Desks (Standard, typewriter)
 - Shelves
 - Tables (Straight, typewriter, lounge, counter)
- 9. Registrants' writing desks, counters placed far enough away from personnel work area to**
 - Avoid bottlenecks
 - Expedite work
- 10. Lighting**
 - Regular
 - Special (Floor lamps, spots)
 - Check (Adequacy, glare reflections)
- 11. Telephones**
 - Number
 - Charges (Installation, per call)
 - Location
 - Length of cord
 - Service (Private line, hotel switchboard, continuous/start-stop, personnel contact)
 - Use (Regulations, restrictions, personnel, registrants)
 - Special service (Expedited, meeting periods - incoming calls/outgoing calls, exhibit periods - incoming calls/outgoing calls)
 - Handling procedures
- (Messages, special charges)
- 12. Notices, display equipment**
 - Blackboards (Chalk, erasers)
 - Bulletin boards
 - Easels
 - Standards
 - Fasteners (Thumbtacks, clips, removable adhesive type tape)
- 13. Signs**
 - Clearly worded
 - Prominently displayed
- 14. Housekeeping supplies**
 - Ash trays, matches
 - Waste baskets
 - Water - fresh, cold (Fountains, paper cups, glasses)
- 15. Office machines**
 - Adding machines
 - Cash registers
 - Duplicating equipment
 - Teletype
 - Typewriters
 - Other
- 16. Office supplies**
 - Adhesive type tape
 - Alphabetical indexes
 - Carbon paper
 - Cash drawers
 - Date stamps
 - File boxes
 - Handy tool kit
 - Ink stamp pads
 - Number counter
 - Numbering machine
 - Paper clips
 - Pencil sharpener
 - Pens, pencils (Regular, colored)
 - Rubber bands
 - Ruler, tape measure
 - Scissors, knife edge
 - Stapler, staples
 - Stationery (Masthead, plain - standard/thin)
 - Typewriter supplies (Ribbons, erasers, shields)
- 17. Storage facilities**
 - General
 - Locked area
 - Safe deposit box
 - Safe deposit vault

CHECK LIST/REGISTRATION, INFORMATION SERVICES (Cont.)

- | | |
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| <p><input type="checkbox"/> Security</p> <p>18. Personnel</p> <p><input type="checkbox"/> Source</p> <p><input type="checkbox"/> Work classifications</p> <p><input type="checkbox"/> Time schedule</p> <p><input type="checkbox"/> Cost</p> <p><input type="checkbox"/> Instructions</p> <p><input type="checkbox"/> Management control</p> <p>19. Personnel sources</p> <p><input type="checkbox"/> Convention bureau</p> <p><input type="checkbox"/> Hotel</p> <p><input type="checkbox"/> Organization</p> <p><input type="checkbox"/> Outside business firms</p> <p>20. Personnel work classifications</p> <p><input type="checkbox"/> Cashiering</p> <p><input type="checkbox"/> Clerical</p> <p><input type="checkbox"/> Messenger</p> <p><input type="checkbox"/> Organization contact
(Instructions, policy decisions, organization information, supervision)</p> <p><input type="checkbox"/> Registration</p> <p><input type="checkbox"/> Secretarial</p> <p><input type="checkbox"/> Typing</p> <p>21. Personnel time schedule</p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> House - number starting, stopping
(Regular, overtime, break periods - meals/relief)</p> <p>22. Personnel cost</p> <p><input type="checkbox"/> Rate by job type
(Regular time, overtime, Sundays, holidays)</p> <p><input type="checkbox"/> Payment
(By whom paid, to whom paid - direct/indirect, time of payment)</p> <p><input type="checkbox"/> Special allowances
(Meals, travel, parking)</p> <p>23. Personnel management control</p> <p><input type="checkbox"/> Detailed instructions
(Prepared, distributed, copies on hand)</p> <p><input type="checkbox"/> Pre-event briefing</p> <p><input type="checkbox"/> Management contact</p> <p><input type="checkbox"/> Periodic checkup</p> <p><input type="checkbox"/> Post-event review</p> <p>24. Outline of detailed instructions for personnel</p> <p><input type="checkbox"/> Service classification
(Purpose, scope)</p> <p><input type="checkbox"/> Job assignment</p> <p><input type="checkbox"/> Working material - listed, explained
(Forms, reference materials, distribution materials, supplies)</p> <p><input type="checkbox"/> Procedures
(Advance service, follow-up, current service)</p> <p><input type="checkbox"/> Files, records required</p> <p><input type="checkbox"/> Personnel check-in, out procedures</p> <p>25. Registration-general</p> <p><input type="checkbox"/> Procedures setup</p> | <p><input type="checkbox"/> Eligibility</p> <p><input type="checkbox"/> Classifications</p> <p><input type="checkbox"/> Fees, charges</p> <p><input type="checkbox"/> Forms</p> <p><input type="checkbox"/> Reports, records</p> <p><input type="checkbox"/> Distribution materials</p> <p><input type="checkbox"/> Reference materials</p> <p><input type="checkbox"/> Supplies</p> <p><input type="checkbox"/> Personnel
(Available, instructed)</p> <p>26. Instructions for registration personnel</p> <p><input type="checkbox"/> Registration requirements
(Eligibility, classifications, fees - charges)</p> <p><input type="checkbox"/> Procedures</p> <p><input type="checkbox"/> Registration materials
(Listed, use described)</p> <p><input type="checkbox"/> Reference aids</p> <p><input type="checkbox"/> Reports, records</p> <p>27. Registration classifications</p> <p><input type="checkbox"/> Types of membership</p> <p><input type="checkbox"/> Exhibitors</p> <p><input type="checkbox"/> Ladies</p> <p><input type="checkbox"/> Speakers</p> <p><input type="checkbox"/> Special guests</p> <p><input type="checkbox"/> Geographical</p> <p>28. Registration forms</p> <p><input type="checkbox"/> Prepared in advance</p> <p><input type="checkbox"/> Type
(Same form for all, different forms - advance/current/by classification)</p> <p><input type="checkbox"/> Format
(Single-multi copy, numbered - unnumbered, badge attached)</p> <p><input type="checkbox"/> Content
(Preprinted material, organization name, event - name/location/dates, classifications, fees - charges, session attendance, concurrent, interest check, fill in material - name/title/business name/business-home address/event period address/classification/registration date/session - attendance)</p> <p>29. Badges</p> <p><input type="checkbox"/> Ordered in advance</p> <p><input type="checkbox"/> Suitable holders ordered
(Durable - practical, pocket inserts, pin fasteners, clip fasteners, adhesive)</p> <p><input type="checkbox"/> Type
(Same for all, by classifications)</p> <p><input type="checkbox"/> Size</p> <p><input type="checkbox"/> Content
(Plain, preprinted material - organization/event/classification)</p> <p><input type="checkbox"/> Fill in information
(Name, company, location, other)</p> <p><input type="checkbox"/> Prepared, in holders</p> |
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CHECK LIST/REGISTRATION, INFORMATION SERVICES (Cont.)

- (Advance, current)
- 30. Fees, charges to registrant**
- Registration fees
(Advance, current, overall, broken down by - classifications/function)
 - Ticket sales
(Advance, current, at the door, functions - unit price/seats - unreserved/reserved)
 - Publication sales
(Unit price, quantity price, discounts)
- 31. Registration procedures**
- Eligibility
 - Classifications
(Defined, reference lists, forms applicable - registration/badges/receipts)
 - Fees, charges
(Verified, paid, payment recorded, receipt issued)
 - Registration forms
(Availability - on counter/from clerk for fill in/filled in by clerk, information checked - advance-accurate/event address/fees - charges/current/legible/all filled in/accurate/fees - charges)
 - Badges
(Advance - accurate/inserted in holder/advance/clerk/registrant, current - classification/content form - name/title/business name/location)
- 32. Registration card files**
- Temporary, permanent
 - Arranged for use
(Daily registration list - individual day/cumulative, information service)
 - Types of files
(Alphabetical - name/business connection, geographical, composite, daily, classified - registrant classifications/hotel locations of registrants)
 - Cards rubber stamped
(Date, time, paid)
 - Data on cards
(Tabulated, recorded, reported, cards filed, other instructions)
- 33. Registration lists**
- Timing
(Advance, daily - by days/cumulative, post-event)
 - Information
(Event, date, period covered, registrants)
 - Processing
(Method, timing - pickup/delivery, format - quantity/cost)
 - Distribution
(Timing - method/restrictions)
- 34. Registration list format**
- Arrangement
(Alphabetical - individual name/company name/classified)
- Names of registrants
(Last name - listed first/listed last, in full, initials - last name, nicknames)
 - Business connection
 - Titles
(Personal, business)
 - Address
(Business, home, event, detail required)
 - Abbreviations, words to omit
 - Usage
(Not permitted, optional, required)
 - Guide lists
(Abbreviations, words to omit)
- 35. Cancellations, refunds**
- Deadlines
(Date, time, exceptions)
 - Refunds
(Advance sales - paid sales/charge sales, current sales - paid sales/charge sales, time of payment - current/post-event - certain/dependent on - guarantees/other factors)
- 36. Funds control**
- Management contact
 - Check-in, out times
(Pre-event, event - daily/other, post-event)
 - Cash change bank
(Amount, change breakdown, receipt procedure, return timing)
- 37. Check cashing control**
- Purpose
(Payment of sale, payment of sale-cash, cash)
 - For whom
(Membership - company check/personal check, special approval)
- 38. Credit control**
- Purpose
(Payment of sale, other)
 - For whom
(Membership, special approval)
- 39. Funds records, reports**
- Timing
(Daily, function, summary)
 - Detail required
(Cash at start and end, checks total and listed, charges total and listed, inventory start and end)
 - Record, report forms
(Listed, use explained, timing, distribution)
- 40. Security precautions**
- Cash boxes
 - Cash registers
 - Storage
(Safety deposit box, safety deposit vault)
 - Guard service
(Check-in and out periods, at cashier's desk, en

CHECK LIST/REGISTRATION, INFORMATION SERVICES (Cont.)

route to storage)

41. Accounting precautions

- Paper stock of tickets, other (Texture/weight/other, separates easily, can be handled quickly, suitable writing surface - if required)
- Numbers in sequence (Tickets, record forms)
- Numbered items returned (Used, not usable - marked void/canceled, unused)
- No resale of numbered items and returns attached to (Refund request form, other acceptable form)

42. Check-in procedure

- Inventories for sale (Type - tickets/publications/other, counted, number sequence checked, recorded, receipt issued, list of unit and quantity prices checked)
- Cash change bank (Counted, receipt issued, handling instructions)

43. Check-out procedure

- Inventories for sale (Counted by type) (Balance recorded - numbered items by numbers and quantity, unnumbered items by quantity)
- Cash (Counted, listed by denominations)
- Checks - listed, checked (Amount, payee, payer, signed)
- Charges (Listed, checked)
- Refund requests (Listed, checked)

44. Ticket sales instructions

- Classifications (Advance sales, current sales, at-the-door sales, unreserved seats, reserved seats, special functions)
- Special service (Credit, refunds)
- Check-in, out procedure for cashiers
- Files, records required
- Working materials (Listed, use explained)

45. Ticket sales controls

- Tickets numbered, sequence checked (Numbers for sales, numbers for complimentary use)
- Tickets for sales - number count (Total) (Sold - returned by hotel covering service/returned with attached refund request or other paperwork/ (Unsold) unaccounted for)
- Complimentary tickets (Authorization, ticket stamped complimentary or both sides, name of person to whom issued typed on ticket, issued complimentary tickets listed by

function - ticket number/name of person, number count - total/issued/returned by hotel covering service/canceled/unaccounted for, not issued)

46. Services desks

- General services desk
- Separate service desks
- Personnel supplied by (Organization, hotel, convention bureau, outside business firms)

47. Emergency housing

- In hotel itself
- Hotel contacts
- Convention bureau contacts

48. Messages

- Handling instructions (Incoming, recording, delivery)
- Facilities, equipment, supplies (Telephones, message forms - addressed to/name of sender/date and time/message/delivery method/clerk identification)
- Delivery facilities (Posting facilities - blackboards/bulletin boards/chalk and erasers/fasteners, writing facilities, telephone, page system, hotel mail boxes, messenger service)

49. Distribution of materials

- Detailed instructions
- Restrictions
- Materials listed
- Charges - unit, quantity
- Records required
- Forms (Format - numbered/multiple copy, type - orders/receipts/charges/refunds)
- Delivery timing

50. Membership information

- Informational material
- Distribution policy
- Application forms
- Eligibility
- Policy contact

51. Transportation service

52. Secretarial service

53. Personal shopping service

54. Photographs, souvenirs

- Samples displayed
- Ordering identification
- Charges - unit, quantity
- Delivery timing
- Order forms
- Receipts

55. Baby sitters

CHECK LIST/EXHIBITS

56. Other special services

1. Exhibit space location

- Access
- Floor plan
(Scaled, all dimensions shown)
- Area - sq. ft.
(Total, booths, aisles)
- Obstructions - dimensions
(Columns, lights, vents, ducts, other)
- Floor load - live,static
(Maximum, variations)
- Floor construction material
- Ceiling height
(Maximum, variations)
- General appearance
(Maintenance, housekeeping)
- Ventilation - control
(Cooling, heating)
- Lighting
(Regular, special)
- Entrances, exits spotted - dimensions
(Freight, registrants, other)
- Utilities
(Accessibility, limitations)
- Other

2. Access to exhibit space

- Streets
- Alleys
- Doorways
- Corridors
- Elevators
- Unloading, loading facilities
- Limitations
(Traffic, dimensions, weight, delivery schedule, other)
- Other

3. Rental charge for exhibit space

- Rate
- Coverage
(Area, facilities, equipment, services)

4. Floor plan of exhibit space

- Scaled
- All dimensions shown
- Variations shown
(Floor load, ceiling height, obstructions)
- Entrances, exits shown
- Utilities access shown

5. Booths

- Facilities, equipment, services available
(Limitations)
- Signs
(Booth number, exhibitor name, other)
- Booth rental rates

6. Facilities, equipment, services - sources

- Organization

- Hotel
- Convention bureau
- City business firms
- Exhibitor

7. Facilities, equipment services - availability, charges

- Exhibit manager's desk
- Exhibitor shipment desk
- Transportation, haulage
- Utilities
- Labor - skilled, unskilled
- Crate storage
- Signs
- Decorations
- Bulletin boards
- Food, beverages
- Florist
- Public address system
- Telephone, telegraph, message service
- Checkrooms
- Rest rooms
- Drinking fountains
- Press rooms
- Typewriters
- Stenographic service
- Duplicating facilities
- Models
- Photographs
- Parking

8. Utilities

- Limitations
- Electricity
(Characteristics, sizes of lines)
- Lighting
(Spot, special)
- Power
- Gas
- Compressed air
- Steam
- Water
- Drain

9. Booth decorations

- Wall draperies
- Rugs
- Furniture

10. Signs

- Booth identification
(Standard, special)
- Aisle identification
- Location
- Direction
- Publicity
(Exhibit, promotional, directional, other)
- Exhibitor listing

CHECK LIST/EXHIBITS (Cont.)

(Alphabetical, booth number)	
<input type="checkbox"/> Functional (Exhibit hours, admission notices, registration, ticket sales, other)	
11. Labor	
<input type="checkbox"/> Electricians	
<input type="checkbox"/> Plumbers	
<input type="checkbox"/> Carpenters	
<input type="checkbox"/> Riggers	
<input type="checkbox"/> Other skilled labor	
<input type="checkbox"/> Unskilled labor	
12. Shipping, delivery	
<input type="checkbox"/> Transportation facilities (Rail, air, truck, other)	
<input type="checkbox"/> Haulage - local	
<input type="checkbox"/> Shipping address	
<input type="checkbox"/> Check-in, check-out, procedure at exhibit area	
<input type="checkbox"/> Schedule of placement in, removal from booths	
<input type="checkbox"/> Storage facilities (Advanced shipments, delayed outgoing shipments)	
13. Exhibit time schedule - dates, hours	
<input type="checkbox"/> Exhibit space (Available for setup, must be cleared)	
<input type="checkbox"/> Shipments (Advance - must store, current - direct delivery, outgoing delayed - must store)	
<input type="checkbox"/> Exhibits (Setting up, open for inspection, dismantling)	
14. Admission policy	
<input type="checkbox"/> Type of admission (Open, badge, charge, other)	
<input type="checkbox"/> Classifications (Staff, exhibitors personnel, registrants, press, public)	
<input type="checkbox"/> Off-hours admission	
<input type="checkbox"/> Complaint procedure	
<input type="checkbox"/> Organization contact	
<input type="checkbox"/> Personnel in charge	
15. Security guards, doorpersons - available, instructed	
<input type="checkbox"/> Admission policy	
<input type="checkbox"/> Exhibit time schedule	
<input type="checkbox"/> Complaint procedure	
<input type="checkbox"/> Off-hours admission	
<input type="checkbox"/> Organization contact	
<input type="checkbox"/> Carry-out passes	
<input type="checkbox"/> Security storage area	
16. Insurance, liability agreement	
<input type="checkbox"/> Accident	
<input type="checkbox"/> Damage	
<input type="checkbox"/> Fire	
<input type="checkbox"/> Liability	
<input type="checkbox"/> Theft	
<input type="checkbox"/> Other	
17. Union contract requirements	
18. Regulations	
<input type="checkbox"/> Alcoholic beverage controls	
<input type="checkbox"/> Building	
<input type="checkbox"/> Exhibitor	
<input type="checkbox"/> Fire	
<input type="checkbox"/> Liability	
<input type="checkbox"/> Licenses	
19. Publicity	
<input type="checkbox"/> Director	
<input type="checkbox"/> Media	
<input type="checkbox"/> Press releases	
<input type="checkbox"/> Press rooms	
<input type="checkbox"/> Facilities, equipment services	
20. Exhibit limitations	
<input type="checkbox"/> Area	
<input type="checkbox"/> Height	
<input type="checkbox"/> Weight	
<input type="checkbox"/> Lighting	
<input type="checkbox"/> Operating displays	
<input type="checkbox"/> Noise	
<input type="checkbox"/> Food	
<input type="checkbox"/> Beverages	
<input type="checkbox"/> Personnel	
21. Sale of booth space	
<input type="checkbox"/> Detailed information for exhibitors	
<input type="checkbox"/> Scaled diagram of exhibit space (Booth layout shown, basic booth units only shown)	
<input type="checkbox"/> Application for space	
<input type="checkbox"/> Charges for booth space	
<input type="checkbox"/> Contract procedures	
<input type="checkbox"/> Exhibit questionnaire (Booth assignment data, servicing exhibitor data)	
<input type="checkbox"/> Acknowledgement of application	
<input type="checkbox"/> Booth assignment (Policy, time schedule, notification)	
<input type="checkbox"/> Payment procedure	
22. Booth assignment policy	
<input type="checkbox"/> Eligibility	
<input type="checkbox"/> Length of membership	
<input type="checkbox"/> Past participation	
<input type="checkbox"/> Time of application receipt	
<input type="checkbox"/> Competitive exhibits	
<input type="checkbox"/> Size of exhibit	
<input type="checkbox"/> Special requirements (Floor load, ceiling height, utilities)	
23. Detailed information for exhibitors (brochure)	
<input type="checkbox"/> Location	
<input type="checkbox"/> Dates	
<input type="checkbox"/> Purpose	
<input type="checkbox"/> Benefits	
<input type="checkbox"/> Past exhibitors listing	
<input type="checkbox"/> Exhibit management	

CHECK LIST/EXHIBITS (Cont.)

<input type="checkbox"/> Exhibit time schedule	<input type="checkbox"/> Display (Dimensions, weight, operating or static, special characteristics)
<input type="checkbox"/> Eligibility	<input type="checkbox"/> Background (Standard, special - length and height for backwalls and sidewalls)
<input type="checkbox"/> Application procedure	<input type="checkbox"/> Sign - identification
<input type="checkbox"/> Booth assignment policy	<input type="checkbox"/> Utilities required
<input type="checkbox"/> Exhibit space detail (Overall diagram, location of association office, press room, registration, and information areas, booths, booth layout, basic booth units)	<input type="checkbox"/> Special requirements
<input type="checkbox"/> Exhibit limitations	27. Booth assignment notice
<input type="checkbox"/> Exhibitor costs	<input type="checkbox"/> Booth identification
<input type="checkbox"/> Facilities, equipment, services	<input type="checkbox"/> Booth layout - scaled
<input type="checkbox"/> Rules, regulations, licenses, policies, practices	<input type="checkbox"/> Order form (Facilities, equipment, services)
<input type="checkbox"/> Shipping instructions	<input type="checkbox"/> List of exhibitors (Alphabetical, booth number)
<input type="checkbox"/> Labor - skilled, unskilled	<input type="checkbox"/> Invoice
<input type="checkbox"/> Fire prevention	<input type="checkbox"/> Other
<input type="checkbox"/> Insurance, liability	28. Exhibit questionnaire - data for servicing exhibitor
<input type="checkbox"/> Program advertisement	<input type="checkbox"/> Booth location
24. Exhibit management contacts	<input type="checkbox"/> Exhibitor contact
<input type="checkbox"/> Organization	<input type="checkbox"/> Exhibit shipment (Timing, method)
<input type="checkbox"/> Exhibit space	<input type="checkbox"/> Sign - identification (Standard, special)
<input type="checkbox"/> Haulage	<input type="checkbox"/> Utilities
<input type="checkbox"/> Facilities, equipment, services	<input type="checkbox"/> Labor
<input type="checkbox"/> Other	<input type="checkbox"/> Facilities
25. Exhibitor costs	<input type="checkbox"/> Equipment
<input type="checkbox"/> Booth space	<input type="checkbox"/> Services
<input type="checkbox"/> Haulage - local	<input type="checkbox"/> Special requirements
<input type="checkbox"/> Facilities, equipment, services	<input type="checkbox"/> Other
<input type="checkbox"/> Labor - regular, overtime	
26. Exhibit questionnaire - data for booth assignment	
<input type="checkbox"/> Product, service display	
<input type="checkbox"/> Booth area required	
<input type="checkbox"/> Location choices	

CHECK LIST/MEETING SUPPORT SERVICES

29. Exhibit appearance

1. Chairs

- Stack
- Swivel
- Upholstered
- Armchairs

2. Tables

- Round - 10 ft.
- Round - 8 ft.
- Card
- Rectangular - 4 ft.
- Rectangular - 8 ft.
- Folding

3. Stage

- Permanent
- Temporary
- Platforms, risers, steps
- Guard rails
- Draperies
- Carpeting

4. Lighting

- Regular
- Spotlights
- Other
- Controls

5. Lectern

- Floor
- Tabletop
- Microphone (attached)
- Light
- Speaker signals

6. Public address system

- Mixer
- Operator
- Stationary mikes
- Portable
- Neck (lavalier)
- Floor
- Hand
- Wireless

7. Teleprompter service

- Other

8. Electricity

- AC/DC current

- Capacities

- Outlets, location
- Adequate extension cords

9. Chalkboards

- Chalk (visible color)
- Erasers

10. Chartboards

- Easels
- Extra pads
- Writing instruments

11. Screens

- Fixed
- Portable
- Beaded
- Matte

12. Projection Equipment

- Overhead projector
- Opaque projector
- Standard slide
- Carousel
- 16mm sound projector
- 8mm sound projector
- Filmstrip projector
- Projection table
- Extension wiring
- House lights control
- Pointer, plain
- Pointer, lighted
- VCR and television

13. Projector operator

- Union requirement
- Union rates
- Minimum hours
- Overtime rates/rules

14. Supplies

- Name cards
- Note pads
- Pencils
- Ashtrays
- Ice Water
- Glasses
- Flags
- Signs
- Banners

CHECK LIST/MEETING ROOM SELECTION

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Piano1. Meeting rooms blocked when booking event<ul style="list-style-type: none"><input type="checkbox"/> Charges, if any<input type="checkbox"/> Number<input type="checkbox"/> Type2. Assignment of specific meeting rooms for functions3. Hold some meeting rooms for<ul style="list-style-type: none"><input type="checkbox"/> Emergency or crisis shifts<input type="checkbox"/> Functions scheduled at last minute<input type="checkbox"/> Possible program changes4. Organization policy covering use of meeting rooms by event registrants for other than event functions.<ul style="list-style-type: none"><input type="checkbox"/> During event function hours<input type="checkbox"/> Outside of event function hours5. Condition of meeting room<ul style="list-style-type: none"><input type="checkbox"/> Clean<input type="checkbox"/> Furnishings<input type="checkbox"/> Lighting
(Regular, spot, controls, mirror reflections, drapes)<input type="checkbox"/> Obstructions<input type="checkbox"/> Ventilation - control
(Cooling, heating) | <ul style="list-style-type: none"><input type="checkbox"/> Acoustics6. Function time schedules<ul style="list-style-type: none"><input type="checkbox"/> Posting time of function for hotel public bulletin boards, notices<input type="checkbox"/> Ready time for meeting room<input type="checkbox"/> Signs in place
(Identification, directional, other)<input type="checkbox"/> Special notices to be posted, distributed7. Prompt release of meeting rooms not to be used8. Facilities, equipment, service<ul style="list-style-type: none"><input type="checkbox"/> Available sources
(Hotel, convention bureau, outside business firms)<input type="checkbox"/> Ordered<input type="checkbox"/> Checked9. Pre-function check<ul style="list-style-type: none"><input type="checkbox"/> Setup<input type="checkbox"/> Lighting<input type="checkbox"/> Ventilation<input type="checkbox"/> Facilities, equipment, services, other10. If outside hotel<ul style="list-style-type: none"><input type="checkbox"/> Auditorium manager |
|--|--|

CHECK LIST/PRINTED MATERIALS

- Telephone
- 1. Rules, regulations, policies, practices**
 - Organization
(Staff, registrants, hotel, convention bureau, outside business firms)
 - Hotel
 - Convention Bureau
 - Union contracts
- 2. Preparation**
 - Sources
(Organization, hotel, convention bureau, outside business firms)
 - Timing
(Advance, on-the-spot)
 - Charges
 - Ordered
 - Delivered
- 3. Printing**
 - Event program
 - Badges
 - Guest program
 - Youth program
 - Social program
 - Forms
(Registration, acknowledgements, ticket orders)
 - Transportation schedules
 - Tickets
 - Trade Show program
 - Invitations
 - Promotional materials
 - Menus
- 4. Location**
 - Accessible
 - Appropriate
 - Doorways clean
 - No bottlenecks
 - Permissible
 - Visible
- 5. Posting**
 - Bulletin boards
 - Easel, standards
 - Hanging facilities
(Equipment, labor)
 - Fastenings
(Accessible)
 - Permissible types
(Adherent tapes, thumbtacks, nails)
- 6. Sign display schedule**
 - Personnel instructed
 - Period of display
(Event period, specific function, special notices)
 - Posting time
 - Removal time
- 7. Procedural setup**
 - Ordering
 - Delivery
 - Posting
 - Distribution
 - Payment
 - Proofreading
- 8. Type**
 - Purpose
 - Size
 - Format
 - Readability
 - Quantity
 - Timing
 - Production method
 - Charges
- 9. Purpose**
 - Direction, identification
 - Information
 - Personal identification
 - Publicity, advertising
 - Other
- 10. Publicity, advertising**
 - Event
(General, functions, special events, special services)
 - Nature of business
(Purpose, services, membership, other)
- 11. Direction, identification**
 - Functions
 - Meeting rooms
(Exhibits, sessions, food functions, social events, special events)
 - Special services
(Information - organization/hotel/convention bureau/other, registration, ticket sales)
 - Headquarters
(Office)
 - Press headquarters
 - Hospitality
(General, ladies, special groups)
- 12. Personnel identification**
 - Method
(Badges - standard/classified, name cards)
 - Staff
(Organization, hotel, convention bureau, other)
 - Special service personnel
 - Registrants
- 13. Speaker identification**
 - Timing
(Event period, when speaking, for conferences)
 - Method
(Badge, name card)
 - Now-speaking signs

CHECK LIST/PRINTED MATERIALS (Cont.)

- | | |
|--|--|
| <p>14. Distribution - time, place</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public areas <input type="checkbox"/> Event areas
(Registration desk, information desks, headquarters - office/ hospitality) <input type="checkbox"/> Meeting rooms
(Placed on audience chairs/display table or rack, handed out when entering/during/leaving) <p>15. Distribution personnel - instructed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff <input type="checkbox"/> Registration clerks <input type="checkbox"/> Information clerks <input type="checkbox"/> Hotel mail clerks <input type="checkbox"/> Bell boys | <ul style="list-style-type: none"> <input type="checkbox"/> Special messengers <input type="checkbox"/> Housemen <input type="checkbox"/> Waiters <input type="checkbox"/> Other <input type="checkbox"/> Charges <p>16. Special notices, materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Displays <input type="checkbox"/> Informational materials, records
(Subject, statistics, finances, accounting) <input type="checkbox"/> Messages <input type="checkbox"/> Personnel instructed <input type="checkbox"/> Schedule of events
(Ready time, posting time) |
|--|--|

CHECK LIST/GRATUITIES

- | | |
|--|--|
| (Name card, time indicator, placement of sign) | |
| <p>1. Consult</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hotel executives <input type="checkbox"/> Convention bureau representative <input type="checkbox"/> Colleagues
(other than meeting planners) <input type="checkbox"/> Tourist board <input type="checkbox"/> Event services manager <input type="checkbox"/> Your own organization's policies <input type="checkbox"/> Concerned unions <p>2. Kinds of payment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Additional gifts for special service <input type="checkbox"/> All gratuities voluntary <input type="checkbox"/> Automatic percentage added to bill <p>3. How distributed (other than automatic charge on bill)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Given out individually <input type="checkbox"/> Given to "head" person for further distribution <p>4. When distributed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Before meeting starts <input type="checkbox"/> After meeting closes <p>5. Budgeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amount "per head" <input type="checkbox"/> Percentage of total bill <p>6. Paperwork for tax purposes and company financial records</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receipt from recipient(s), name, service rendered, nature of gratuity, amount of gratuity <p>7. Who should be included (possibles)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Airport luggage handlers | <ul style="list-style-type: none"> <input type="checkbox"/> Bartenders <input type="checkbox"/> Bellpeople <input type="checkbox"/> Captains <input type="checkbox"/> Cartage people <input type="checkbox"/> Catering manager <input type="checkbox"/> Chef and staff <input type="checkbox"/> Clean up crew <input type="checkbox"/> Cocktail waiters <input type="checkbox"/> Doorpeople <input type="checkbox"/> Drivers <input type="checkbox"/> Food and beverage manager <input type="checkbox"/> House people (set-up and tear-down) <input type="checkbox"/> Maids <input type="checkbox"/> Maitre d' <input type="checkbox"/> Room service waiters (for hospitality functions) <input type="checkbox"/> Sommeliers (wine stewards) <input type="checkbox"/> Taxi or bus drivers <input type="checkbox"/> Telephone operators <input type="checkbox"/> Waiters <p>8. Basis for distribution</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demands you place on service people <input type="checkbox"/> Duration of event or meeting <input type="checkbox"/> Exhibits <input type="checkbox"/> Number in attendance <input type="checkbox"/> Number of food and beverage functions <input type="checkbox"/> Number of meeting rooms used and complexity of set-up <p>9. Thanks other than cash</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gift |

CHECK LIST/EVALUATION

- Letter
- 1. From your own records**
- 2. Registration (compare with last year and last five years)**
 - Total paid registrations
 - Pattern arrivals, departures
 - Number prepaid
 - Date of pre-payment
 - Date of registration
 - Number spouses attending
 - Total number rooms used, by type
 - Number of no-shows
 - Volume of room service used by registrants
 - Volume of public dining service used by registrants
 - Other financial benefit to hotel, city
 - Number of hospitality suites (private but meeting-connected as well as "official")
- 3. Ticketed functions**
 - Attendance
 - Number prepaid
 - Date of pre-payment
 - Date of registration
- 4. Costs**
 - On budget
 - Over budget
 - Under budget
- 5. Deadlines**
 - Met
 - Not met
- 6. From attendees' questionnaire replies:**
 - Arrangements**
 - Pre-event publicity early enough
 - Prices in line with capacity to pay
 - Program inviting
 - Registration forms simple, understandable
 - Sufficient site information
 - Transportation options clear, attractive
 - Transportation**
 - City and hotel accessible
 - Sessions accessible
 - Shuttle service efficient, well-timed
- Registration**
 - Quick, efficient, courteous
- 7. Hotel**
 - Rooms attractive, clean, comfortable
 - Food tasty, well served, promptly served, hours convenient
 - Elevator service adequate
- 8. Personnel**
 - Courteous
 - Efficient
 - Good appearance
- 9. Meeting set-up**
 - Prompt
 - Competent
 - Efficient
 - (Courteous, adequate equipment)
- 10. Meeting rooms**
 - Accessible
 - Appropriate
 - Attendance quality
 - Availability of outside suppliers
 - Ceiling heights, load capacities suitable
 - Comfortable
 - Easy to find
 - Exhibitor quality
 - Hours (satisfactory to exhibitors, attendees)
 - Properly equipped
 - Security
 - Traffic flow
 - Well-equipped
- 11. Program**
 - Appropriate level
 - Did you learn, change, understand as a result?
 - Format
 - Informative
 - Interesting
 - Speaker quality

CHECK LIST/PROMOTION, PUBLICITY

<p>1. City, information, literature, photographs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Points of interest <input type="checkbox"/> Recreational facilities <input type="checkbox"/> Special events <p>2. Hotel - information, literature, photographs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accommodations <input type="checkbox"/> Meeting rooms <input type="checkbox"/> Exhibit space <input type="checkbox"/> Facilities, equipment, services <input type="checkbox"/> Public dining rooms <input type="checkbox"/> Entertainment <input type="checkbox"/> Recreational facilities <p>3. Promotion sources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organization <input type="checkbox"/> Hotel <input type="checkbox"/> Auditorium <input type="checkbox"/> Convention bureau <p>4. Organization - promotion, publicity</p> <ul style="list-style-type: none"> <input type="checkbox"/> General information (Organization, city, hotel, transportation facilities, special features) 	<ul style="list-style-type: none"> <input type="checkbox"/> Program <input type="checkbox"/> Speakers <input type="checkbox"/> Features <input type="checkbox"/> Exhibit <input type="checkbox"/> Entertainment <p>5. Public, press relations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advance copies of speeches <input type="checkbox"/> Organization photographs <input type="checkbox"/> Prepared newsworthy press releases <input type="checkbox"/> Press rooms (Registration area, desks, writing supplies, typewriters, stenographic service, duplicating equipment or service, telephones and/or special lines, telegraph, coat racks, fresh ice water, glasses or paper cups, ashtrays and matches) <input type="checkbox"/> Publicity media contacts (Newspapers, wire services, newsreels, radio, television)
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CHECK LIST/FARM VISIT

<p>1. Goals of Farm Visit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce the versatile Arabian to your neighbors. <input type="checkbox"/> Encourage family involvement with Arabians. <input type="checkbox"/> Introduce your activities involving Arabians. <input type="checkbox"/> Cultivate prospective buyers. <input type="checkbox"/> Just have fun. <input type="checkbox"/> Educate in areas of training, handling, caring for, or about the Arabian Horse. <p>2. Type of Audience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other Arabian owners. <input type="checkbox"/> Persons who have other breeds of horses. <input type="checkbox"/> Persons who do not have horses but might desire to own some. <input type="checkbox"/> Youth groups, 4-H, FFA, etc. <input type="checkbox"/> Friends and neighbors. <p>3. Inspection of Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you have a ring or arena with bleachers? <input type="checkbox"/> Need rental rest room facilities? <input type="checkbox"/> Will you be able to show slides or videos? <input type="checkbox"/> Do you need to rent a tent? <input type="checkbox"/> Registration area to record names and addresses, give out name tags, etc. <input type="checkbox"/> Will admission be free or will you charge a nominal fee? 	<p>4. Selection of Event Date and Rain Date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Avoid conflict with other horse events. <input type="checkbox"/> Select a day when your audience would be free to attend. <p>5. Selection of Theme</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arabian racing. <input type="checkbox"/> Showing of Arabians. <input type="checkbox"/> Work horse, demonstrate cutting and pleasure horse events. Maybe offer free rides for youngsters under six. <p>6. Selection of Food</p> <ul style="list-style-type: none"> <input type="checkbox"/> If your Visit runs through mealtime, will you provide food? <input type="checkbox"/> Full meal or snacks? Beverage? <input type="checkbox"/> Charge for meal? Some Visits charge and give proceeds to the organization. <input type="checkbox"/> Some farms have invited neighbor Arabian owners for a dinner the night before and had the Farm Visit for the public the next day. <input type="checkbox"/> Determine how to make reservations for a meal. (Usually they will attend if they pay for the meal.)
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CHECKLIST/FARM VISIT (Cont.)

7. Publicity

- Print a flier, post it at the feed store, tack shop, arenas, etc. Be sure it has response coupon. Leave several at stores and tack shops. Mail flier to roster of persons you especially want to attract.
- Distribute news release two weeks in advance to local papers, five days in advance to radio and TV stations.
- Send flier to veterinary equine clinics.
- Have someone announce at local club meeting.
- Call your personal friends.
- Arrange for a news photographer to take pictures.
- Have someone video the exciting portion of the program.
- You may want to seek sponsors such as veterinary clinics, Arabian horse club or tack shop. They can share promotion efforts and/or other costs.

8. Exploring Programs

- Invite an outside expert, someone more than 50 miles away.
- Use a trainer, either racing or showing.
- Feature college professor.
- Ask a veterinarian to discuss form and function.
- Invite a board member to speak.
- Use several horses for demonstrations of points.

- Use a video.
- Display a heritage scrapbook.
- Plan entertainment, such as music during meal, or concert before a program. (Don't let entertainment replace horse information.)
- Order hand-out materials

9. Day of Program

- Arrange for a pleasant welcome from farm owner.
- Start on time. Adjourn at announced hour.
- You may want to have simple printed program of day of events.
- At conclusion, distribute an evaluation sheet, asking which portion of program audience liked best, what else they would have enjoyed, etc.

10. Follow-up

- Phone those who have indicated an interest and ask their opinion of the program.
- Send a brief written report to your Regional Director, outlining highlights.
- Would you attend another?

On behalf of AHA
and the
Competition Advisory Committee,
we hope this manual will be of assistance in
helping you with your event.

This booklet will be a work in progress and if
there is anything you feel would be helpful, please
do not hesitate to ask. We are willing to help
you make your event successful!

GOOD LUCK !

THE END

