

Event Organization Kit



eastern buckeye region

Outline of items needed:

- Event location
- Date of event
- Insurance form(s)
- Advertising event
- Event information

This kit has been put together to assist in the organization of an event for the Eastern Buckeye Region. It is understood that some of the items listed would not be pertinent to every event, but do not let this list inhibit any additional activities which would assist in making an event more enjoyable for the membership.

Activity

Initial Set-up:

Make sure event doesn't interfere with other events on EBR's calendar
Date and event must be presented and OK'd by EBR's executive board.

Information needed:

- Date of event
- Location
- Time
- Contact (name of organizers)
- Special Considerations (i.e. RSVP needed)
- Directions
- Contact Information

P.C.A. Insurance:

Needed for every event when EBR is supporting organization:

- Fill out form from PCA website or ask EBR's President for a copy to fill out
- Insurance form must be filled out and signed by organizer at least 30 days prior to event
- Sign-in sheets (needed anytime wheels turn during an event) must be filled out prior to event and brought to event for all participants to sign (found with insurance forms)

Advertising:

*Sent to the EBR webmaster, newsletter editor, and Panorama editor (if desired)

E-Mails to members

Send organized and formatted information to e-mail distributor to be sent to membership. This should be presented in a way so the e-mail message can be "cut & pasted" or "forwarded" to the membership without any additional processing.

Web Page

Use the same formatted information and send to webmaster for web page insertion

Newsletter

Make up ad and send to editor at least month prior to event.

Be creative...use your imagination! Don't be hesitant to try something new! If you have any questions, feel free to contact any of the board members for additional information.