



Brass Oak Driving Society

Brass Oak Driving Society Guidelines for Event Organizers

*First of all, THANK YOU, for organizing an event/activity for the club!
Here is a timeline checklist to help you plan. We appreciate your support
in keeping BODS moving forward with fun activities for all.*

TIMELINE	NOTES
Come up with an idea for a club event or activity.	
Pick a date and time. Find a place to hold the event.	
Consult with the property owner or facility manager on date availability, usage fees, stabling, handicap access, restroom facilities, and property restrictions, such as the number of participants and parking.	
Using the Event Budget Worksheet, create a budget, considering fees such as BODS insurance (typically \$52/event), facility fees, porta potty if needed, food, clinician fees, CA drug testing if a competition, etc. Any costs that will be incurred to run the event.	
Add the income from the budget from the following sources: <ul style="list-style-type: none"> • Entry fees, if any • \$5.00 fee to cover insurance for the event; or • Audit fees • Nonmember fees • From the club treasury 	
At least 6 weeks prior to the event, submit event details and budget to Nikki Ryan, BODS Event Chair, for Board approval.	
Event details should include at least the following: <ul style="list-style-type: none"> • Organizer's name • Contact info • Stabling • Venue requirements • Volunteers needed • Date, time, place of event • Entry fees • Food availability • Directions 	
Upon Board approval of event and budget, contact Diane Kastama, BODS Treasurer, to request prepayment of projected expenses from the club treasury, if needed.	
Upon Board approval, forward details of the event, to Tasha Wilkie, BODS Secretary, who will prepare the documents needed, i.e. announcement, flyer, entry form, advertisement, etc. Tasha will then submit the finished material to the organizer and Board for approval.	
At least 4 weeks prior to the event, Tasha will send material to Kathy LaChaine, BODS Newsletter Editor, for the next newsletter, and put out an email blast with pertinent material to all club members and interested parties. Additional emails will be sent out to advertise the event, if requested by the organizer and Board.	

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(continued)

TIMELINE	NOTES
If an event needs to have a change of date or cancellation, notify the Event Chair and Board members ASAP, hopefully at least 2 weeks prior to the event, to allow time to notify insurance and post the changes to members and interested parties.	
Pre-Event <ul style="list-style-type: none">• Volunteers: If volunteers are needed for the event, create a list of volunteer jobs and notify BODS Secretary to send an email blast for volunteer signup.• Setup: Plan setup with volunteers, preferably prior to event.	
Day of Event: <ul style="list-style-type: none">• Meet and assign volunteers.• Sign in & Release participants, guests, spectators, auditors• Collect fees (cash or checks payable to BODS)• All fees collected will go to BODS Treasurer.• Collect reimbursement from BODS Treasurer for any expenses paid out, if not already collected.• Relax and enjoy the success of your event. You earned it!	
End of Event: <ul style="list-style-type: none">• Breakdown with volunteers – arenas, event materials, tables, chairs, signage, food, etc.• Make sure all stabling, corrals, turnout, etc. are clear of manure, hay, shavings, etc.• Collect all trash.	
Post Event: <ul style="list-style-type: none">• Within 10 days, complete and return the Event Summary form along with the Financial Report (using the Event Budget Worksheet for final income and expenses) to the BODS Treasurer.• Be sure to write up a review for the newsletter!	

Brass Oak Driving Society – Contact Information

Event Chair – Nikki Ryan	Snryan3@yahoo.com
Treasurer – Diane Kastama	dkastama@verizon.net
Secretary – Tasha Wilkie	brassoakdriving@gmail.com
Newsletter Editor – Kathy LaChaine	klachaine@charter.net
Vice President – Jenifer Rhynes	jrhynes5631@gmail.com

Attachments

Event Budget Worksheet

Event Summary

Brass Oak Driving Society – Event Budget Worksheet

EVENT: _____

DATE OF EVENT: _____

ORGANIZER: _____

LOCATION: _____

INCOME:	Amount:
Event fee	
Audit fee	
Donations	
Stabling fee	
Food fee	
Camping fee	
Shavings fee	
California drug testing fee	
Office fees	
Other	
TOTAL INCOME:	

EXPENSES:	Amount:
Facility usage fee/grounds fee	
Judge/clinician fees	
Workshop leader – travel (fuel)	
Insurance	
Food	
Porta potty	
Stabling	
Shavings	
Office supplies	
Facility expenses – electricity, bathroom supplies, etc.	
Ribbons / awards	
Other	
TOTAL EXPENSES:	
Net Proceeds, Income less Expenses	

NOTES: _____

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EVENT: _____

DATE OF EVENT: _____

ORGANIZER: _____

LOCATION: _____