



## Vista Palomar Riders Event Chair Welcome Packet

Thank you for volunteering to Chair an Event for the Vista Palomar Riders.

The Board would like to support you and help you along the way.

Please be prepared to explain your vision for this event to the Board in written form or by verbal presentation. Include the following information in your presentation to the Board: purpose of the event, estimated cost & expenses (use budget report), deadline for registration. Prior to spending any money, the Event must be approved by the Board.

You will need a committee to help you with at least 3 people; one should be a board member or someone who has chaired this event in past years.

- Please note all checks are to be made payable to: Vista Palomar Riders
- You are encouraged to use your personal cell number and email address for flyers and forms.
- Forms and flyers will be posted to the vistapalomarriders.com website. An Event will be created on Facebook for you. FaceBook has a size limitation of 470 px by 174 px for events. Only the top of your flyer will be shown.
- If you participate in the event, you will be responsible for your entry fee.
- If you need help with any of this, please contact the Board Member who is on your committee.
- The Board may be able to supply you with information from prior year's events.

### **You will find information in this packet on the following:**

1. Event Chair Check List for flyers and forms. (page 2 & 3)
2. VPR Club Policy regarding receipts for expenses & VPR Checklist for Final Event Report. (page 4)
3. VPR Event Budget to be presented to the Board (we can email you this to you to fill out)
4. VPR Event Report (same format as Budget) must be submitted to the Board within 30 days of your event, **2 copies are required.**
5. Reimbursement Form
6. ROL

### **Other information that may be helpful to you, if it applies to your event!**

7. Sponsorship Information (not currently available)
8. Current Roster (will be emailed to you on request)
9. VPR Policy and Procedures (See item # 6 Committee-Event Chairs)
10. Compliance Guidelines (This is a final check of anything that is going public)
11. Social media Guidelines (If you post to the web)
12. Equine Medication Monitoring Program [https://www.cdfa.ca.gov/ahfss/Animal\\_Health/emmp/](https://www.cdfa.ca.gov/ahfss/Animal_Health/emmp/)

A successful event takes planning and team work. If you need help please ask.

Use of the arenas requires grooming before and after the event, please contact our Grounds Manager to set this up.

Remember to leave things better than you found them, this includes the grounds, announcer booth, clubhouse and kitchen. You should have a cleanup crew to help you with this. If you have items that need to be stored, please ask where to store them.

Please remember to send thank you cards to Sponsors and your committee.

## Event Chair Checklist

### Flyers:

- Vista Palomar Riders, 973 Little Gopher Canyon Rd, Vista, CA 92084
- Logo if a public event
- Mailing Address for forms/checks: Vista Palomar Riders P.O. Box 1145 Bonsall, CA 92003
- Checks payable to: Vista Palomar Riders
- Date of Event
- Event Name
- Cost for Riders and cost for auditors (if applicable)
- Contact information for Chair: Your Phone, and Email address
- VPR Website: <http://www.vistapalomarriders.com> as a link
- Any extra fees that apply
- Time of event....Gates open time
- Club Sponsors (See Sponsorship form)
- Event Sponsors? (For your event only)

### Forms:

- Vista Palomar Riders, 973 Little Gopher Canyon Rd, Vista, CA 92084
- Mailing Address: Vista Palomar Riders P.O. Box 1145 Bonsall, CA 92003
- Checks payable to: Vista Palomar Riders
- Date of Event
- Event Name
- Cost for Riders and cost for auditors (if applicable) or by Division as applies to event
- Contact information for Chair: Your Phone, and Email address

- VPR Website: <http://www.vistapalomarriders.com> a link
- Any extra fees that apply
- Time of event
- All competitors must sign a Release of Liability Form (ROL)
- Name of Competitor
- Address of Competitor
- Cell #, emergency contact information for Competitor
- Email address for Competitor



## VPR Club Policy Regarding Receipts for Expenses

VPR requires all Event Chairs to turn in all event receipts with the final report of the event.

The receipts should have the following information:

- Date of Receipt
- Business Name, and Address
- Total amount of expense
- Name of items purchased.
- All reimbursements require a receipt by a vendor.
- We have included a request for reimbursement form, please use this form if you have expenses before the close of the event that need to be paid, you will need to make a copy of the receipt. You will need 1 copy of the receipt for the Final Report and one for the reimbursement form.
- When possible it is preferred that the VPR Treasure pays the expenses directly to the vendor with a check.
- All reimbursements require a receipt by a vendor.

Petty cash may be used for items under \$5.00. A hand written receipt will be required to balance all cash transactions, and receipts should be turned in for every expense, large or small.



## VPR Checklist for Final Event Report

1. Registration forms & payment for all participants; cash and checks.
2. If your event is a “series” or entails more than one show, an Event Report should be submitted after each show, and then a Final Event Report at the end of the entire series (or after all shows).
3. If your event charges fees for other items, please keep record of the income and expense for each item separately. (Example: Lunch not included in the event fee.)
4. You will be asked to supply a Report on each item. Example: A report for Lunch (income/ expense), a report for registration of the event (income/expense). A final report of all income and expense combine.
5. VPR Event Report and Receipts to match report(s).
6. Sponsorship applications, and payments.
7. ROL for Participants.
8. Your comments on how to improve the event for next year, what you would do differently, etc.
9. Any open bills that need to be paid.
10. Your final report is due to the Board within 30 days, please make 2 copies.

Your Board would like to thank you for your service and commitment to your club!