

ADS RECREATIONAL DRIVE PRELIMINARY PLANNING CHART

REGISTRATION

Task	Person Responsible	Status
Contact ADS Recreational Driving Committee Chair as needed for help or suggestions		
Apply for ADS Grant Money for new event start up		
Create, Review, Edit or Update Forms: Insure forms to be clear and divide into three separate subject matter: <ol style="list-style-type: none"> 1) Information and rules for weekend 2) Registration Form with fees and Release Form 3) Logo wear ordering information and form (if available) 		
Set Closing Date TWO WEEKS before event		
Reserve grounds, stalls and RV camp pads		
Prepare Master Roster of participants, contact information, stabling and camp site assignments		
Confirm registrations with participants by either email or postcard		
Have laptop computer & printer available for updating info during event		
Prepare stabling chart to be posted on barns at event		

Purchase alcohol permit for venue if required		
Send insurance certificate naming venue as added insured to venue office. Contact ADS for Equisure contact name and verify receipt of information		
Send all \$15 non-member fee participant's name and info to ADS for follow-up membership offer		
Establish some type of restriction on dogs barking or running loose		

ADVERTISING

Task	Person Responsible	Status
Post Information on ADS Website and/or Facebook Regional page		
Send ADS Email blast to announce		
Place article or ad in the Whip		
Circulate information to all Regional Clubs		
Omnibus listing		

REGISTRATION CONFIRMATION (emailed)

Task	Person Responsible	Status
Trail map if available		
Emergency Information		

Local attractions as suitable		
Stall and campsite assignment		
Schedule of any planned events		
ADS non-member \$15 Credit Voucher with correctly updated event data		
Update & verify all Master Roster information via email to participant with a “Reply Requested” response		
Medical Armbands – advise that armbands will be included in packet for those who purchased them (Be sure to have enough on hand)		

GROUNDS- SET UP

Task	Person Responsible	Status
Mark trails as needed		
Check- in/check- out board... so we know who is out on trails (in case someone is missing) Maybe a white board in central area		
White board for central area for day’s events		
Post stall assignments at each barn		
Display ADS Banner- get banner from ADS		

VENDORS

Task	Person Responsible	Status
MEALS- by regional clubs OR Contact Food Vendors 8-12 months in advance		
TENT (if required) Be sure to let venue know when tent is going up, when it will be taken down, and coordinate tent site/location.		
EQUIPMENT RENTALS- Tables, chairs, generator, heater		
Waste Removal –		
Hay and straw supplier		

SILENT AUCTION

Task	Person Responsible	Status
Coordinator and team to advertise, collect items, set up and tally auction		
Design bidding sheets to reflect recipient of proceeds (ie: local or ADS)		

Make list of auction items and doner name for records. Keep copies of sheets for your records.		

SAFETY CHECK

Task	Person Responsible	Status
Appoint Safety Officer and back up officer (ADS qualified)		
Print ADS safety check lists		
Safety check “tags” to mark vehicles that were checked		
Vet on-call		
Farrier on-call		
Have a Human and Equine First aid kit on hand		
Post emergency numbers		

Volunteers

Task	Person Responsible	Status
Trail markers		
Tent set up- sides, table and chair set up		
Tent monitor (lights, heat, etc.)		
Meal Coordinators		
Stall checker for deposit return		
Tent/grounds clean up		
Name tag creator		

LESSONS or CAA PROFICIENCY TESTING (if offered)

Task	Person Responsible	Status
Appoint Coordinator for scheduling times		
Hire Instructor via CAA or ADS		
Be sure to collect all fees in advance and share cost of instructor with all who participate		
Circulate information regarding the procedure – post on ADS website, Regional Facebook page and circulate to clubs		
Calculate expense payment for instructor		
Obtain and return supplies needed: cones, dressage letters, etc.		

CLINIC/BREAK OUT DISCUSSIONS/etc.

Task	Person Responsible	Status
Club issues		

Wine & beer tasting/ hors d'oeuvres is a popular event- Consider local wineries and micro breweries		
Fun Activities		

WRAP UP

Task	Person Responsible	Status
Leave venue as clean or better than you found it		
Have Suggestion Box available in central location for input by participants		
Prepare accounting of financials. After analyzing the financials, consider adding value to participants if appropriate. Maybe catering one meal, maybe supplying one item of bedding, maybe providing a free item. There are a million things you could do. Maybe review the pricing?		
Breathe...you did it!		