



Event Coordinator Guide

Summary

Greetings, Event Coordinator! We are excited you will be hosting a club event to build community, raise funds, and/or increase membership involvement. The goal is to have each event be successful and empower you to run the event with individual flair yet with consistency. Understand that hosting an event has the ability to build the RRRC brand, leave people with a good feeling, and entice them to return to the club for future events. It is the intention that each event be well run, welcoming, and smooth. We can't stress enough how important it is to be warm, friendly, and helpful to the guests and members invited to your event. Lastly, along the way, it is our hope that we'll gain new members who have positive energy.

Checklist

- **Planning one to two months before event date:**
 - Obtain the Event Report Form from <https://www.reddingtonrockridingclub.org/important-documents>
 - Recruit and coordinate volunteers, assign duties, and track their hours
 - Coordinate with Secretary to set up online registration
 - Coordinate with Treasurer and Secretary to set up PayPal (or other method of payment)
 - Coordinate with the Camp Director regarding any needs: mowing, etc.
 - Take inventory of supplies at camp (plates, napkins, etc.) and purchase items; coordinate with the Camp Director regarding purchase of supplies (TP, paper towels, propane, etc.)
 - Coordinate food and drink (Water, coffee, tea, lemonade, etc. RRRC can't serve alcohol. It's BYOB)
 - Publicize the event at least one month before: (The Secretary can assist you as needed)
 - Create an event flier: (set member/non-member price, duration, rain date, contact info, etc.)
 - send to the Secretary for publication on website
 - Send to the Trail Rider Editor (TRE) **Timing of the Trail Rider is crucial.** (Example: Tack Sale is scheduled for 5/26/24; flier needs to be to TRE 4/26/24. Trail Rider goes out to the membership on the 1st of every month and is being laid out the last week of each month. Another example, 7/6 cookout; the flier needs to be to TRE by 5/25. Give ample notice of the event so members and guests can plan)
 - Create one social media post/week for the **RRRC Facebook Group Page**, <https://www.facebook.com/groups/2040882856086957/> to build excitement and drive attendance.
 - Promote at monthly meetings
- **Set up the day before** (or more as needed):
 - Cook shack is cleaned
 - Pavilion is cleaned
 - Bathrooms are clean (wipe down sink, toilet, mirror, cobwebs, etc.) and stocked (TP, paper towels, soap, etc.)



Event Coordinator Guide

- Garbage/Recycling

- Sign in table, raffle/silent auction table, tables & chairs, tablecloths, drink station, trail markers, arena, communal fire pit, fireplace, etc.

- **Day of activities:**

- Check-in attendees: Collect payments (registration, guest fees, etc.)
- Ensure all guests sign a Hold Harmless and all attendees sign in (log is in cook shack)
- Make sure everything is running smoothly and on time; volunteers are in place

****Note:** If a weekend wide event, be sure to have the facilities straightened up and cleaned after each function such as breakfast, etc. for the next round of people who might be coming in**

- **After event has ended:**

- Breakdown (remove decorations, trail markers, remove items from arena and store, clean manure, etc.)
- Remove garbage and recycling (do not leave for another member to do at the end of the weekend)
- If new members are attending and aren't familiar with procedures, help them in a kind manner. Some examples below:
 - Water spigots and lights are off
 - Pavilion is closed
- Submit the Event Report to Treasurer (see details below)
- Submit an article to the TRE for the upcoming issue; celebrate success and include volunteers
- Give report at next monthly club meeting (if unable to attend, assign one of your volunteers to do)

- **Complete the Event Report and submit to Treasurer**

- Due w/in seven days after the event (sooner if there is a monthly meeting)
- Keep receipts and submit with report
- **Do not reimburse yourself with cash from earnings** (The Treasurer will send you a check for reimbursement of expenses)
- Track volunteer hours. (Also, encourage volunteers to track their own hours in the logbook in the cook shack)

Resources

The officers and board of directors support you. If you need help or have a question, please reach out to the individual(s) listed above.

You may also email: rrcnews@hotmail.com

Call/text the club cell: 860-336-6858

Club Rules: <https://www.reddingtonrockridingclub.org/members-only>

Constitution: <https://www.reddingtonrockridingclub.org/important-documents>