

BACK COUNTRY HORSEMEN OF WASHINGTON
EVENT MANAGEMENT HANDBOOK
BCHW OR CHAPTER EVENTS

BCHW Standing Rule No. 2014-3 provides direction about what is required to propose a fundraising event for BCHW. This handbook expands on the Standing Rule by providing detailed information about an event so that someone new can take over the leadership. Standing Rule 2014-3 does NOT apply to chapter events. However, it does provide some good guidance. The following document can be used for BCHW and chapter events.

This handbook, when completed, and kept updated, expands on the Standing Rule for each event providing specific information about the planning and operation so that future event leaders have a reference. This form is created in Word so that it may be expanded to provide room for answers or use addendums. For each question guidance is provided as to the type of information requested. Information varies by type of event and not all questions will apply to all events.

I LEADERSHIP:

1. **Chairman** – name and contact information:
2. **Sub-committee chairmen** – names, contact information and general responsibilities

II REPORTING:

1. **Proposal** – written proposal to BCHW Ways & Means Committee per Standing Rule 2014-3; or to the chapter board or membership
2. **Periodic** – written report to Executive Director and Ways and Means Committee; or to the chapter board or membership
3. **Final** – a brief description of event and financial report to Executive Director and Ways & Means Committee; or the chapter board or membership

III .GENERAL:

1. **Name of event:**
2. **Date** – if reoccurring on say the 2nd Saturday of a month so indicate:
3. **Location** – specify name of property, whether public or private and general area within the state.
4. **Description** – generally what takes place:i.e. poker ride, wine ride, steak ride, etc. Include description of secondary activities and if they are services or part of fundraising i.e. raffle, food, auctions, etc.:
5. **Licenses, permits and rental agreements required** – include contact person, agency and best means of contact. Also indicate lead time required:
6. **Materials and equipment**– describe the materials and equipment that are used prior to and during the event. i.e. Liability Releases, brochures, registrations, fliers, games, entry forms, instructions, signs, ATV's, horses, tractors, tables, chairs, radios, calculators, etc. Where and how they are obtained and if and where they are currently stored. Use addendum to provide materials and equipment list:
7. **Fees** – access to site, contest entry, food, parking, etc.
8. **Prizes** – are prizes awarded, types of prizes, how many places are awarded, how are winners determined and how are prizes obtained:
9. **Equine and/or dog free zone** – describe how an animal free zone is established in and around the registration, food, entertainment, auction and general congregation areas:

IV COORDINATION:

1. **Conflict of dates** – are there any conflicts with other BCH or local events:
2. **Safety plan** – including extraction of injured person(s), specific safety equipment and communication with local Emergency Responders, law enforcement and within the event:

3. **Insurance** – need for Additional Insured for land owner and provide Proof of Insurance to land owner:
4. **Treasurer** – through coordination with BCHW Treasurer, or Chapter Treasurer, identify who, how and when funds are dispersed, deposits made, and who has authority to handle funds and request/authorize BCHW, or chapter, expenditures:
5. **Store** – is the BCHW Store present or are there other provisions for selling BCHW products:
6. **Gambling** – Does gambling, as defined by the Washington State Gambling Commission, take place and what provisions are made to insure compliance or variance from the rules:
7. **Food** – Is food provided and what provisions are made to insure compliance with food handling regulations. Describe type of food provided. If an outside provider is used provide name and contact:
8. **Liquor** – Is liquor served, or on the premises, and what provisions are made to insure compliance with liquor laws. Describe the type of liquor provided. If an outside provider is used provide name and contact.
9. **Sponsors**, donations in-kind, advertisers and partners – describe how any or all of these are included in the event. Provide name and contact information where appropriate:
10. **Advertising** – describe the general advertising (marketing) plan. Provide name and contact information where appropriate.
11. **Contacts** – summary of contacts that support the event i.e. printing, advertising, permits, insurance, toilets, etc.:

V PROJECTIONS:

1. **Timeline** – provide a timeline showing when key approval, planning, acquiring volunteers, marketing, material production, set up, etc. must take place:
2. **Budget** – demonstrate sufficient projected net income to make the project worthwhile and to evaluate out of pocket financial risk to BCHW, or chapter. The budget (income and expenses) must include, at a minimum, a breakdown of all items generating income and all related expense items. If income is distributed to other than BCHW, or chapter describe the methodology for determining profit share amounts.
3. **Volunteers** – projection of the number of volunteers and any special skills needed
4. **Participants** – projection of the number of participants:

VI EVENT DESCRIPTION:

1. **What will happen** – provide a detailed description of what happens on the day of the event drawing together all of the activities. Provide timetable, event schedule, agenda, what activities will take place and when:

VII ADDITIONAL INFORMATION:

1. **Additional information** – provide additional information not addressed above:
2. **Date this form last updated with current information about the event** - _____.