

Checklist for Event Directors

The purpose of this sheet is to help the directors of various club events plan for the financial and logistical aspects of their event, and provide tips for how to be most successful. The information is provided in the form of two checklists: a "Pre-event checklist," and a "Post-event checklist" so that it will be easy to run through and account for important items.

Pre-Event Checklist:

Note: The event director is not expected to **personally** do each of the following, but is responsible for making sure that someone is charged with responsibility for items on the checklist needed for the event.

- Apply for AMA sanction or insurance (if needed) well in advance of the event.

 - Contact the field chair about any special preparation needs
 - Identify any special mowing needs
 - Identify any equipment needs (PA system, tables, etc.)
 - Does parking lot need to be laid out (for paid parking)

 - Contact the snack bar coordinator, if you desire the snack bar opened.
 - Provide an estimate of the number of participants/spectators for food planning
 - Snack Bar Manager to contact treasurer regarding snack bar financial needs
 - Up-front food costs
 - Initial change money needed for snack bar operation

 - Contact the club treasurer about all potential expenses
 - Event advertising
 - Extra outhouses (or extra servicing of existing outhouses)
 - Raffle prizes/tickets (if a raffle is to be held)
 - Trophies/prizes
 - Merchandise (T-shirts, hats, etc.)
- NOTE: Let the treasurer know if you prefer direct payment for expenses from the club, or if you prefer to pay expenses out-of-pocket and get reimbursed later.
- NOTE: If you plan to allow registration via PayPal, make sure registrants know that they are responsible for paying the PayPal fees (i.e., registration fee + PayPal fee).
- Contact the club treasurer (at least a week before the event) for any up-front cash needs
 - Change money for registration
 - Change money for merchandise sales
 - Change money for parking
 - Change money for raffle

Post-Event Checklist:

- _____ Contact the club treasurer to transfer event funds:
 - _____ Notify the treasurer of any registration fees yet to be collected
 - _____ Notify the treasurer of any outstanding bills needing payment
 - _____ Pass the treasurer all bills and receipts related to the event.
 - _____ Pass to the treasurer all funds collected for:
 - a) Registration
 - b) Parking
 - c) Raffle
 - d) Merchandise sales
 - e) Donations to the club, or collected or any other charitable purpose

NOTE: All funds passed to the treasurer are to be segregated into the various categories listed above, and are to be double-counted with the treasurer before transfer.

- _____ Snack bar manager to pass to the treasurer all funds collected in the snack bar
NOTE: All funds passed to the treasurer are to be double-counted with the treasurer before transfer.

- _____ Snack bar manager to pass to the treasurer all bills and receipts related to snack bar Operation.

_____ I understand that the treasurer will deposit all event proceeds into the club account, and provide the club with a summary of income and expenses at the next club meeting following the event.

Signed

Event Director