

CNER Activity Checklist



This checklist is designed to assist the organizer of any CNER activity with the *essential* requirements of all rallies, clinics or events. Please refer to specific rulebooks for complete checklists.

Very Early planning needs

- Establish budget & Estimate Costs
- Identify Event Organizer
- Confirm availability of facility and make reservations
- Set date and establish opening and closing date
- Send out entries or announcements 6 weeks ahead of opening date.
- Reserve Ambulance or EMT (if necessary)
- Contact Judges and any other necessary officials. If HM judges are needed, contact the HMO (Lara Hubner) early in the planning stages.

Two Weeks from Event

- Establish Insurance Coverage**
- Double Check the Collection of all Medical Release Forms**
- Locate and arrange for delivery of Sound System
- Order Ribbons, if needed, *at least one week ahead.*
- Make arrangements for food
- Contact Treasurer *at Least One Week in Advance* for any Checks Needed. This includes payment of *all* officials.
Applicable Paperwork Must Accompany all Requests for Payment.**

Please use this checklist to make sure that all of the basic requirements for any regional activity are met. The items in bold print are particularly important. Organizers must make sure that insurance is established, officials are paid and medical releases are on site. Each rulebook has guidelines for organizing specific rallies. Please do not hesitate to contact the RS, VRS or Treasurer with any questions.