

Work Sheet for Organizers:

Complete the following for each person receiving compensation for personal services for the event:

Name	Service*	Fee	Travel	Room	Food	Total

Totals to be carried over to pg. 1 _____

*E.g., technical delegate, judge, veterinarian, EMT, clinician, ect.

Check list:

- completed and submitted event budget to RS (Betsey Reeves) and VRS (Audrey Zwicker)
- submitted a CNER clinician/official contract to all clinicians, judges and officials.
- distributed proper expense and reimbursement forms to officials.
- completed and submitted proper Reimbursement Voucher to Treasurer (Curtis Renner) and VRS (Audrey Zwicker) with all applicable receipts.
- completed and submitted proper Report of Payment by CNER check to Treasurer and VRS. (making sure to also keep copies for your records).
- provided all event information to VRS (Leonora Giguere) for insurance purposes.
- provided Ribbon Chair with number of divisions, if hosting a regional rally, at least two weeks before rally date.