

# ***AEA Event Coordinator Checklist***

**1. Name Event Coordinator** \_\_\_\_\_

(Event is free for Event Coordinator)

**2. Determine what sections of the Park are required?**

(Indoor arena, outdoor arena, meeting room for registration and/or food)

**3. Contact President or VP to be sure there isn't a conflict.**

a. Request date for Park sections required

**4. Request insurance coverage from the Treasurer.**

**5. Estimate potential profit (contact President or Treasurer for help)**

a. Event Revenue - registration, stalls, spectator charge, food

b. Event Expenses – insurance, food, other

c. Try to pre-register enough people to break-even.

**6. Determine number of volunteers needed**

(set-up, registration, coggins certificate verification, food, grounds patrol, clean-up)

**7. Contact VP or President**

a. For a list of potential volunteers, then contact them for commitment and assignments.

b. To notify AEA members of event via email or newsletter.

c. To request **release forms** for each participant to sign. Proof of current coggins must be shown at registration time also.

# *AEA Event Coordinator Checklist*

## 8. FREE ADVERTISING OPTIONS

### **Hunterdon County Democrat** (weekly)

Deadline is Friday at 5pm for following Thursday paper

Community News

Press release should be typed, double-spaced

Include daytime telephone number

Email to [news@hcdemocrat.com](mailto:news@hcdemocrat.com)

Or Fax 908-782-6572

Or mail to: PO Box 32 Flemington, NJ 08822

### **Horse News** (monthly)

Press release should be typed, double-spaced

Include daytime telephone number

Email to [horsenews@hcdemoncrat.com](mailto:horsenews@hcdemoncrat.com)

### **Today in Hunterdon** (weekly)

Enter ad on online at [www.recordernewspapers.com](http://www.recordernewspapers.com), look for Today in Hunterdon down the left column, then community calendar

Call 735-6569 or Fax 735-2945

### **Hunterdon Review** (weekly)

Enter ad on online at [www.recordernewspapers.com](http://www.recordernewspapers.com), look for Hunterdon Review down the left column, then community calendar

Call 735-6569 or Fax 735-2945

**Neighboring Trail Associations** (email your information and they will distribute to their memberships)

#### **Pittstown Trail Association**

Contact Katy Matthews 908-735-5025

#### **Covered Bridge Trail Association**

Notify Virginia Mickle via email [foxpassgal@yahoo.com](mailto:foxpassgal@yahoo.com)

#### **Tewksbury Trail Association**

Notify Bill Skillman via email [bskillma1@tksus.jnj.com](mailto:bskillma1@tksus.jnj.com)

### **Radio**

WDVR Sergeantsville, NJ Call 609-397-1620

### **Flyer** (optional)

Contact Pete Tucker (735-9453) for layout help if necessary.

# ***AEA Event Coordinator Checklist***

Possible locations for distribution/display

- Clinton and Flemington Agways
- Pittstown Post Office
- Horseman's Outlet, Lazy K, The Tack Room, etc.

## **9. Food Checklist**

Contact Food Coordinator

Board of Health Permit

Change (\$100 in tens, fives, ones and change)

No cooking, only heating up

Wipes required by Board of Health

Obtain the remaining food inventory from last event

Clean up of the facility, both indoor and outside, is **VERY IMPORTANT**. Coordinate volunteers. If not finished the day of the event, organize the completion for the next morning. Bring garbage bags, brooms, much buckets, etc.