

Desert Hawks RC Club Inc. Event Request

Date Submitted _____

Name of event: _____

Event Chairman: _____

Contest Director or Event Manager: _____

Type of event: _____

Preferred date(s): _____

Preferred time: _____

Location: _____

Club resources needed -

Number of Club Members needed: _____

Specific jobs to be performed: _____

Seed money needed: _____

Publicity (web, newspaper): _____

How many participants are expected: _____

What is the desired outcome: _____

Outside Resources needed: _____

Comments: _____

Instructions

The purpose of this guide is to assist an Event Chairman in gathering information and lead the Event Budget process for a proposed event.

The Event Chairman is responsible for the overall success of the event. If club members are required a list of names and tasks must be submitted before the event is granted approval.

Club resources include what part of the complex is needed e.g. Runway, Short Course Track, Oval Track, Heli Pad, bathrooms.

Outside resources such as porta potties, vendors, trophies, shirts, hats, food service need to be listed. The person responsible for contracting the outside resources must be listed. Costs get itemized on the Seed Money Line

The Contest Director or Event Manager is responsible for communication with AMA, the fee needs to be listed and included in the seed money.

It should be assumed that the event benefits the club either financially or in favorable publicity such as a community fund raiser. Please include all benefits to the club.

The Event Manager is responsible to contact the Director of Parks and Recreation 6 weeks in advance and fill out a Special Event Request. Fee \$25.00. Listed in Seed Money

Keep in mind the club members vote on events if the vote is unfavorable the event will not happen. Club members give up their access to club facilities during on site events we need their approval.

If flyers or forms need to be printed the cost should be itemized on the Seed Money line.

Club provided food is not advised. It leaves the club open to criticism such as how the food was handled, how did it taste, how long was the wait. Selling food requires a food handlers permit. If you do food for a donation there is no guarantee on how much you will make. Determining how much to buy and if there is left over who and how will it be stored becomes an issue.

The format is a guide if more room is needed to cover the details the request can be submitted unformatted.