



Clinic Host Responsibilities

Advertising

- Distribute clinic posters 3 months in advance
- Post ads on local sites and/or social media (keep log of where you post, send to TTT office)
- Download current poster on website for ads
- Contact local club (preferably HSR, if not 4H/horse club) to come and spectate for free and provide a concession or lunch for a club fundraiser in exchange for hanging posters, setup and removal of round pens, scooping poop and sweeping.

Arena

- Book facility
- Confirm sound system and batteries

- Arrange for 2 round pens to be set up side by side
- Oversee manure removal of facility
- Help with stalling
- Oversee the clubs help for the weekend or organize help from other spectators.

Admin

- Print payment sheet to record merchandise sales and spectator information
- Assist in merchandise sales/promotions and record all transactions on payment sheet
- Collect spectator fees and emails
- Print 20 media and horse training release forms, ensure every participant signs both release forms the morning of the clinic

Setup / Other

- Provide refreshments & snacks (save receipts to be reimbursed at the clinic)
- Providing lunch for participants is optional

- Organize Saturday night dinner reservation or potluck
- Provide 2 tables for registration and merchandise
 - Set up tables, coffee & snacks 30 minutes before registration/start time so you are free to greet/assist clients. This way clients can have a cup of coffee and visit before we get going with the clinic.