

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 Paul Abraham (abraham@att.net or 996-2002)

a. Request date for Park sections required

4. Request insurance coverage from Judy Tucker (judy.tucker@att.net or 735-9453)

5. Estimate potential profit (contact Judy Tucker 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 Sherri 713-0830

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.

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8. FREE ADVERTISING OPTIONS

DelValNews (weekly) Alexandria Twp official paper
Community News (Around the towns)
Deadline is Friday at 5pm for following Thursday paper
Press release should be typed, double-spaced
Include your daytime telephone number
Email to news@hcdemocrat.com attn: Delaware Valley News
Or Fax 908-996-2238
Or mail to: Delaware Valley News PO Box 244 Frenchtown, NJ 08825

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
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

Today in Hunterdon (weekly)
Enter ad on online at 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, 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)

Union Township Trail Association

Notify Rich Toth via email Toth2980@blast.net or 735-4180

Covered Bridge Trail Association

Notify Virginia Mickle via email foxpassgal@yahoo.com

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Tewksbury Trail Association

Notify Bill Skillman via email bskillma1@tksus.jnj.com

Radio

WDVR Sergeantsville, NJ Call 609-397-1620

Flyer (optional)

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

Possible locations for distribution/display

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

9. Food Checklist

Board of Health Permit (AEA will have one that covers 2004)

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

Contact Sue Gough 996-7762.or Pat Aversa 996-0014 for advice

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.