

EVENT PLANNING

PRIOR TO EVENT

- ✓ Choose a date and location that will ensure maximum participation with the least conflict with other events.
- ✓ Review facility to see that it has adequate equipment, power supply and space for your needs.
- ✓ Secure a written contract from the facility for the dates agreed upon, and all items and services they have agreed to provide on those dates and any penalties if the contract is not fulfilled.
- ✓ Identify location of circuit breaker panel, fire extinguishers, temperature control, outside security lights, garbage dumpsters, and public telephone.
- ✓ Coordinate with National office to ensure insurance certificate has been requested.
- ✓ Meet with Chamber of Commerce, facility manager and city officials for advice and assistance.
- ✓ Arrange for GWTA to be recognized on the facility's reader board during the event.
- ✓ Check local leash laws regarding pets.
- ✓ For events with camping, ensure motorcycles may be driven on the grass.
- ✓ Ensure all required events are placed on the printed time schedule pertinent to the event. Add additional events as time allows.
- ✓ In addition to the bathroom/shower facilities available at camping events, order portable toilets to be placed on-site (when required for the convenience of older members at night).
- ✓ Coordinate power requirements for participants with medical needs.
- ✓ Contact local police dept. to coordinate parade route and escort service.
- ✓ Extend written invitations to local dignitaries for opening and closing ceremonies.
- ✓ Order plaques needed for presentation to Chamber of Commerce, facility management, city officials, etc. at closing ceremonies.
- ✓ Submit news release to local newspapers, radio, etc.
- ✓ Contact caterer for your needs. The availability of on-site food vendor is a plus.
- ✓ Arrange for morning coffee service at camping events that will not have an on-site vendor.
- ✓ Create a layout on paper showing where events will take place both on-site and off-site.
- ✓ Secure local site for bike show and shine (preferably where the local community can see them).
- ✓ Secure bike wash area, buckets, hoses, rags, etc. or a community group that wants to raise funds by washing bikes.
- ✓ Secure local area for drill team performance (preferably where the local community can see them).
- ✓ For camping events, secure on-site access to ice.
- ✓ Assign job duties and follow up with several group planning meetings to ensure things are moving forward.

- ✓ Secure a list of pertinent phone numbers – key staff, hospital, police, fire, facility management, taxi, etc. Get home phone numbers of key facility management in case of emergencies. Give copy of numbers to all working staff.
- ✓ Ensure water will be available for member drinking needs.
- ✓ Ensure minimum equipment list has been completed for equipment and signage and that it will be available on-site.
- ✓ Obtain all tickets that will be required – 50/50, dinner, camping, pre-registration, door prize, etc.
- ✓ Ensure 50/50 drawing tub or barrel is available. Avoid using a cardboard box or a plastic bag.
- ✓ Ensure USA and Canadian flags will be available.
- ✓ Ensure CMA person will perform required religious services on-site.
- ✓ Ensure entire key staff will be on-site to assist with set up the day prior to opening.

AT EVENT

- ✓ The day prior to event opening, hold on-site planning meeting to ensure everything is ready.
- ✓ Reconfirm catering, ice deliveries, portable toilets, etc.
- ✓ Have layout available to show helpers where to set up seating and table areas.
- ✓ Have layout available to show registration, GWTA product sales, etc.
- ✓ Have layout available to show vendor set up areas.
- ✓ Mark areas for on-bike games and family off-bike games.
- ✓ Block off parking & camping areas as required
- ✓ Ensure required equipment and signage has been appropriately placed.
- ✓ Set up chairs theater style for opening ceremonies.
- ✓ Set up podium and visiting dignitary chairs.
- ✓ Set up separate area with tables and chairs for breakfast and dinner needs. Keep them up for the entire event so members may use them.
- ✓ For camping events ensure that an inside, warm area is open for members to sit and visit in the evening hours.

PRIOR TO OPENING CEREMONIES

- ✓ Ensure adequate theater seating is set up.
- ✓ Ensure podium and chairs for visiting dignitaries are set up.
- ✓ Place water and glasses at the podium.
- ✓ Ensure microphone works.
- ✓ Ensure flags are properly displayed.

OPENING CEREMONIES

- ✓ Welcome.
- ✓ Opening prayer.

- ✓ Introductions –Community dignitaries, BOD, ED, national/region/state/provincial representatives, staff.
- ✓ Remarks by community dignitaries.
- ✓ Remarks by ED or other GWTA officials.
- ✓ Program.
- ✓ Announcements.
- ✓ 50/50 (if scheduled at this time).

PRIOR TO CLOSING CEREMONIES

- ✓ Work with staff to tear down and put away all tables, chairs, etc. not required for closing ceremonies.
- ✓ Ensure adequate theater style seating is available for closing ceremonies.
- ✓ Place podium and dignitary seating.
- ✓ Set up trophies on awards table.
- ✓ Obtain any flowers, sashes, special awards etc. that will be required for presentation.
- ✓ Ensure microphone works.
- ✓ Place water and glasses at the podium.
- ✓ Ensure flags are properly displayed.

CLOSING CEREMONIES

- ✓ Welcome.
- ✓ Closing prayer.
- ✓ Introductions: Community dignitaries, BOD, ED, national/region/state/provincial representatives, staff.
- ✓ Remarks by community dignitaries.
- ✓ Remarks by ED or other GWTA officials.
- ✓ Recognition for ALL staff and members who helped.
- ✓ Program.
- ✓ Presentation of awards.
- ✓ Presentation of plaques to community dignitaries, facility management, etc.
- ✓ Announcements.
- ✓ 50/50.
- ✓ Thank everyone for attending.
- ✓ Goodbyes.

AFTER CLOSING CEREMONIES

- ✓ Work with staff to put away chairs, tables, etc. used at closing ceremonies.
- ✓ Complete janitorial tasks required on facility contract.
- ✓ Do walk through with facility officials to ensure obligations have been met.