

Clinic Organizer Checklist

Dear Host/Organizer,

We have compiled a checklist for hosting a CR event, we hope you find this helpful. Please also make sure you read "Hosting a Clinic" for more detailed information.

When you decide to organize a Connected Riding (CR) clinic you become a representative of CR & undertake certain responsibilities to the participants, the CR instructor & venue.

Contact Office for potential dates

Instructor

- Arrange accommodation
- Food - clinician meals, snacks/lunch for clinic participants where appropriate
- Transportation (from & to airport & teaching venue)

Venue

- Indoor/Outdoor arena - consider the weather when booking an arena
- Liability insurance (does the venue have or does one need to be applied for)
- Toilets
- Refreshment facilities available – if not, provide snacks, beverages, coolers)
- Horse 'accommodation' – stables / turnout /hay /bedding Fees to be paid by rider
- Does arena have horses for use, if rider's cannot bring. Must be a qualified horse
- Arrival & departure dates /times
- Vehicle parking, availability, (is there a place for RV parking?)

Advertising the event

- Emails (details from central contact list) – BCC to ensure data protection. Use descriptive subject heading.
- Posters / flyers (standard ones available to download & edit ~ See Hosting a Clinic)
- Facebook flyer (standard formats to download & edit – some formats better on facebook) – ensure shareable
- Ensure organizer contact details are correct & be prepared to respond in a timely manner

Timely, concise communication to attendees (riders & auditors)

- Housekeeping (bring chair / mugs / dress for the weather / bring sunscreen cream, snacks/lunch, water, etc.
- Proper riding gear, boots, helmets, riding gloves
- Venue full address / postcode /phone number
- Start & finish times of clinic

- **ENSURE ANY CHANGES / CANCELLATIONS are communicated to all ASAP**

Payments

- Calculate clinic cost to cover instructor's fees (may be appropriate to add venue / stabling costs or collect separately)
- Collect money (checks, bank transfers, paypal, venmo, etc) & keep accurate records
- Transfer monies to office (Wire funds if International) Mail Final Deposit and Payment per required time schedule

Print CR disclaimers

- See CR website links – Hosting a Clinic

Compile and give to CR instructor prior to event (Preferably night before for instructor to review)

The Clinic

- Be clear on names / number of riders / auditors
- Provide microphone and speaker (ask if unavailable)
- Ensure suitable equipment available (off horse /equipment head-collars / wands / ropes)
- Name tags
- Comfort of participants – (refreshments / mugs /etc)
- Instructor lunch / refreshments
- Communicate to riders – times / groups etc
- Liaise with venue owners (ensure rules being followed etc)
- Arnica – for horses

Post clinic

- Contact with participants
- Ensure CR office updated with participant details (for future newsletters, communication)
- Offer of support visits
- Where to get more support - video lessons with US instructors / practitioners
- Reading list – Go to CR for past newsletters, updates, information
- Youtube Links
- Future Demos / lessons
- Lines of communication for the attendees/ how to host
- Equipment – Product for sale prior/end of clinic