
MONTGOMERY COUNTY OHC SPECIAL EVENT GUIDELINES

**** MUST HAVE INSURANCE AND HUESTON WOODS CAMP PERMIT ****

1. Get **Liability Insurance** from OHC State Website 45 days prior to event. Form on website www.ohiohorsemancouncil.com under forms/info, insurance event application. Must get with Montgomery County Treasurer to send \$75 fee to state along with form. (**Note:** Insurance cost is automatically approved when the Chapter votes to have the event.)
2. Get the Application to hold **Special Event/Activity Form** from Hueston Woods; fee is to be waived. Go to Hueston Woods office 21 days prior to event. This is for camping in the overflow area.
3. If an open event, place event write- up on OHC State website/Facebook page and also on Mont County's Facebook page at least 30 days prior to event.
4. If this event is open to the general public, advertise with posters at local area parks, restaurant's, barns, Veterinary clinics, 4H advisors, area county OHC's 30 days prior to event. Get help with passing the flyers out.
5. Have donations (new stuff) for door prizes. Also suggest seasonal items. [i.e. Mums and pumpkins in season and give as door prizes after using as decoration].
6. Try and get a great raffle to entice. Carry and try to pre-sell tickets prior to event. [Note: East River Equine did an outstanding job]
7. Be sure to have enough volunteer's to setup; give them a work schedule for the event at least 2 weeks prior. **Note:** It is very important to have enough people to man the sign in table and collect money first thing in the morning (when it is the busiest) and have them arrive at least ½ hour before event start.
8. On the evening before the event, be sure to go over what has to be done with all volunteers and answer any questions. Note: Set-up sign in table on this night, as people will start arriving early. Be prepared!
9. On day of event have sign-in sheet for insurance purposes.
10. If doing trail obstacles, try and line up 10 obstacles and place them in the parking lot at Sycamore. Make sure you are only using ones that will not interfere with parked trailers or need to be manned. Suggest having signs stating that the obstacle is for your pleasure only not to be judged, also use at your own risk.