



Outline for Seminar Coordinator

Approx. 12-16 mos. before seminar dates, present an estimated proposal to the board including:

- Cost of presenter/s per day/hourly. Also please include contract from presenter/s if applicable.
- Estimated cost of round trip airfare and any additional transportation costs (transport to and from airport, to and from seminar location, etc.)
- Lodging costs
- Estimated meal costs
- Any additional costs
- Outline for seminar fees. FRAC does partially subsidize seminar fees for members. Check with the board on subsidy amounts in any given year.

Approx. 6 months before seminar dates, submit timeline including:

- List of additional club members involved in putting on seminar (secretary, hospitality, etc.)
- Confirm seminar dates with club venue contact or venue.
- Feedback from club members re. seminar workshop offerings.
- Dates on opening applications to club members, taking applications from outside club.
- Set-up trailer transport to and from venue
- Post seminar teasers to FRAC members and ColoradoAgility List

Approx. 3 months before seminar:

- Open entries for club members, followed by entries for non-club members.

Approx. 3-4 weeks before seminar:

- Communicate with presenter/s on transportation, equipment needs, snack needs
- Notify participants of set-up and help requirements
- Communicate with club secretary re. payments