**Hosting Checklist for**

**A NATURAL HORSEMANSHIP GAITED CLINIC**

**with Anita Howe**

1. **Determine # of riders needed and availability:** 
   1. If you have a local club or riding group to bring together for support of a clinic it makes the job easier. If not you will need to plan on contacting any local clubs, FB friends, promoting at local shows, etc. to get the word out in your area.
   2. Clubs and groups that have a ready number of participants to draw from can often use a clinic as a fund raiser for the group.
   3. Many clinicians also offer to work with private, smaller groups of friends. Just be aware that the clinician costs become more significant ***per person*** for private clinics.
2. **Locate a suitable arena:**
   1. Should be large enough to comfortably accommodate the desired number of riders you are planning to achieve a particular “per rider rate”. I personally prefer around 8-10 riders and a space large enough to accommodate them.
   2. Covered Arena for weather considerations both rain, cold and excessive heat
   3. Space for auditors that is safely separate from riding area
   4. Available trailer parking
   5. Locate & arrange possible overnight equine boarding options for participants for 2 or more days of clinic
   6. (Optional) consider arranging reduced rates with a local hotel
   7. (Optional) consider organizing food and refreshment options for clinic day lunches
3. **Calculate costs and charges:**
   1. Arena rental (if any)
   2. Any insurance required by arena owner
   3. Clinician hire rates (note some clinicians offer optional “per rider” rates that covers all their hire and travel costs)
   4. Clinician travel, lodging, meal per diem (contact clinician for good-faith estimate of expenses)
4. **Determine number of days and number of riders per day to arrive at participation fees to be charged**
   1. All costs + needed profit for your group ÷ number of riders = per rider fee to be charged
5. **Auditor fees** are very unreliable and therefore should be considered as added profit. Set rider fees to cover known expense outlays.
   1. Auditor rates = Less is more: make it affordable for auditors and this will draw in more interest.
6. **Contact clinician and work out =** 
   1. Schedule with available arena dates
   2. Discuss needed deposits for arena and insurance (if needed), who is to cover those costs.
   3. Review, sign and mail [hosting contract](http://www.howetheywalk.com/clinic%20hosting%20contract.docx) with booking deposit to clinician
   4. Generally expect that host (or host group) will collect fees from riders as well as cover costs for arena and insurance.
      1. OR if the clinician is providing a per rider rate, then those costs would be covered by the clinician and included in their budget.
7. **Once the clinic is scheduled and booked -** 
   1. Design a flyer for both publication online and handouts once topics, fees and schedule has been determined (Anita provides this)
   2. Anita will provide you with a participant application and liability release to be complete by every participant
8. **Clinic promotion:** Clinician should promote the clinic on all their own available media and online resources. You and/or your group, should see that the flyer is promoted within your local area, emailed to all members and posted at local riding areas and farm stores as well as any other horse clubs in your area.