

WTX PCA Event Submission Guidelines

1. Propose an event for submission to the Officers with a tentative date.
 2. With the proposed event, submit a tentative budget to the Officers. Event Chair is not authorized to spend or commit more than \$100.00 on behalf of the Region without prior approval by the Officers
 3. Officer approval must be secured before any advance publicity is released to the Region newsletter or elsewhere. Any subsequent changes in the budget exceeding +10% of the budget President. Any changes in date must be approved by the Officers.
 4. Procure sponsorship, if required.
 5. Short write up of event for newsletter and website.
 6. Appoint operating Co-Chair/Committee, if needed.
 7. Coordinate event with other Chairs:
 - a. Clear competitive events with Safety Chair.
 - b. Notify timing and equipment chair, if needed. 28 2020 Region Procedures Manual
- SECTION 3 - REGION OPERATIONS cont.
- c. Work with Insurance Coordinator to secure a copy of insurance coverage, as required.
 8. Meet with Co-Chairs/Committee to complete event planning.
 9. Assign a person to write a follow-up article and take photos for the newsletter/website.
 10. Execute event. Ensure Insurance Waivers are completely executed by all attendees. Retain in Region archives for 95 months (7 years 11 months) from the date of the event.
 11. Complete and forward Post Event Report to PCA Safety Chair. Ensure correct Observer's Report form is completed and sent to the PCA National Office.
 12. Submit all monies collected to Treasurer not more than five days (5) days after the event.
 13. Report to the Board on problem areas if any (equipment or operators) encountered during the event.
 14. Write and promptly send thank you note(s) to all sponsor(s) or property owners.