

How to Run an Event

Listed below are the processes to run an event using the NCRS National Website for on-line registration. If you are sponsoring an event, please review the appropriate process carefully and contact the Activities Chairman with any questions.

Communicating and Advertising – New England Chapter Events

In an effort to ease the communication, advertise and to register attendees for an NCRS New England Chapter Event the following process has been established.

Essentially, the person(s) sponsoring the event (the Sponsor) is responsible to provide anything required for the event and ensure everything occurs successfully. That sounds like a monumental task but as you will see there are many chapter participants to support you.

Many of our chapter events are of a judging nature such as Chapter Judging Meets, Judging Schools and Technical Sessions. These events are normally sponsored by our chapter Judging Chairman but may be sponsored by someone else.

There are other chapter events that are not sponsored by the chapter Judging Chairman, but the responsibilities are the same. Such events are the General Membership Meeting, Chapter Cruise, Chapter Picnic, Holiday Party, etc.

On-line Registration

Definition: to register for the event you must do so via the NCRS National Website via the Events link.

Access: The only person in the New England Chapter with security access to the On-line Events link is the Judging Chairman.

Process:

- Sponsor obtains approval and date for the event either from the Judging Chairman or the Chapter Board of Directors, depending on the event.
- Sponsor identifies any New England Chapter costs.
- Sponsor contacts the Judging Chairman to develop an On-line Events form for the event.
- Sponsor obtains a host and host location for the event.

- Sponsor identifies any Registration fees.
- Sponsor develops the advertising write-up for the event.
- Judging Chairman moves the On-line Form to production after it has been tested.
- Sponsor is responsible for any changes to the write-up but only the Judging Chairman can make the changes to the On-line system.
- Sponsor contacts the Chapter Activities Chairman to update the Chapter Activities List. Sponsor copies the Chapter Webmaster. The Webmaster updates the NCRS New England Chapter Website. The information includes the following:
 1. Event name
 2. Description of the event
 3. Link to the NCRS National Website Registration Event
 4. Event category (Judging Meets, Judging Schools/Tech Sessions, Non-NE Chapter Events, Regionals/Nationals, Social Events)
 5. Date(s)/Time (include start and end time for each day the event runs). Rain/snow date, if applicable
 6. Sponsor(s) name and contact information (phone and email)
 7. Host's name, address, and website URL, if applicable
 8. Event cost, if applicable
- Chapter Activities Chairman creates an Event Flyer.
- Chapter Activities Chairman ensures the chapter membership is notified.
- Sponsor contacts the Activities Chairman for additional Email notification if necessary and/or appropriate.
- Sponsor copies the Webmaster on all updates.
- Sponsor contacts the Chapter Secretary for a Sign-In Sheet. The Chapter Secretary creates a Sign-in Sheet and emails it to the Sponsor in PDF format.
- Sponsor provides/ensures the meals and or refreshments are arranged for the event.
- Sponsor provides seating such as tables and chairs.
- Sponsor ensures photographs are taken for the Chapter Website and Chapter Newsletter.
- Sponsor ensures a short write-up is created for the Chapter Newsletter.
- Sponsor contacts the Chapter Treasurer to obtain an Expense Report Form to recoup costs for the event over and above normal sponsor responsibilities. Receipts are required.
- Sponsor ensures the Sign-in Sheet is signed by all attendees and a copy of the signed sheets is sent to the Chapter Secretary for Chapter Top-Flight reporting and to the Judging Chairman to enter Judging Points into the system.
- Chapter Activities Chairman generates a Thank You Award/Certificate for the Event Host.