



Required Event Information

When completing event information, remember to send:

1. Flyer to the Event Coordinator for event/winged-wheel logo approval.
2. Event Sanction Application.
3. Fee for insurance to cover event, submitted with a 101 Form.
 - a. Standard insurance per event (no limit on length of event): \$75.00
 - b. For EACH Additional Insured party (i.e. Property owner or business owner where event is held, beer vendors, etc.): \$62.50
4. Flyer, 101 Form and check for payment of advertising fee to Freedom Press Editor for publication (1/4 page free one time), AFTER approval and insurance has been secured. Flyer will not be published without meeting this requirement. The Events Coordinator will all pass on the approved flyers and event information to the Webmaster, to be added to the Events page on forr.net. (All information is passed along to the Chairman, Vice-Chairman, Secretary, and Treasurer by the Events Coordinator.)
5. Completed Waiver Release forms (Regular & Minor), and Incident/Injury Reports must be sent to the Events Coordinator after the event, immediately following the event, or risk losing voting privileges of the Local or District for failing to do so.

Tip: To add the ® bug to your Flyer or Document, hold down the Alt key & type 0174, then release the Alt key. Locals that might not have the money to insure their events should apply to the State for a loan for the event as is provided in the bylaws, or work with other Locals to have District events to spread the cost around.

Any questions concerning Events or Insurance matters contact:

FORR, Inc. -Events Coordinator
Linda Hawkins @
660-351-5607
E-mail: events@forr.net