

## **Canadian Dorper Sheep Association Schedule for setting up a function:**

There are several factors for making a success of your function that are central to all activities. We will try to outline them here as much as possible to help guide you through the process without missing anything in the planning. Try to use this as a base check list and go back and make notes as to when/where/ how/who you contacted and results, so that if you require assistance someone can step up and assist without redoing up what you have already accomplished or you can easily see the areas to delegate that you need assistance with.

1. Outline the activity you would like to have with as much information as possible to present to the board along with an estimate of the costs involved and what the CDSA would be expected to cover of these costs. Present this to the board for a vote.
2. Find and secure a facility for the function.
3. After settling on the facility consider if you need to provide basic services.
  - a. Do you require port-a-potties?
  - b. Do you require a “tent” for either inclement weather or shade?
  - c. Do you require seating? Bleachers? Tables & chairs?
  - d. Do you require water for people or animals?
  - e. Do you require stand alone pens?
4. Advertising:
  - a. Have you prepared the advertising for the local newspaper & other major agricultural magazines such as the MB Cooperator & Grain News?
  - b. Have you prepared advertising for the website?
  - c. If there is a print booklet being prepared by a larger group? Have you secured advertising in it as well?
  - d. Have you looked into the sheep publications such as Sheep Canada doing a story about the function? Also check with Small Farms Canada. Other Agricultural Publications anyone can think of.
  - e. Is there a local TV or radio station that you can get to cover the function?
  - f. Have someone write up an article to print as a special interest piece to go into the local newspapers beforehand to help create interest. Also prepare a follow up article after the function for the same and any other print publications you can think of. (also the website)

- g. Remember that advertising is paramount to having a good attendance and should include a brief description, cost, date & time, place, contact for info/registration including phone, mail and internet.
- 5. Funding & Prizes (if required or appropriate):
  - a. Can funding be accessed from the sheep groups like CSBA, CSF, provincial associations?
  - b. Local Ag offices, Local businesses such as equipment dealers or Livestock Supply dealers.
  - c. Or larger Livestock “Brands” suppliers,
  - d. Remember you can use prizes in many ways, as rewards for winning a standing, or as a prize for a raffle to increase funding.
- 6. Have you considered the benefit to producers other than members and set an appropriate fee scale for the function or its parts as required and put that in your advertisements.
- 7. Have you invited other producers that may in turn become interested in the Dorper breed? If appropriate have you offered other breed associations to join you presenting the function to producers?
- 8. Closer to the event date, line up refreshments:
  - a. Do you need to have a light lunch supplied or just coffee/juice at break time?
  - b. Should you hire in a “lunch truck” or get a local group to cater as their own fundraising such as 4H or Ladies Auxiliary or Figure Skating group?
  - c. Can you provide a light lunch or snacks solely by catering through the local grocery-deli section? Have a sandwich tray, desert tray, and coffee, juice table. Do you need to supply paper or “hot beverage” cups, cutlery, plates, napkins?
  - d. Does the facility have a kitchen with coffee service available (usually you provide the coffee and they have a large pot & filters available as well as juice jugs in the kitchen).
  - e. If you only need cold drinks dispensed, often you can get the big jugs rented cheaply or free-donation by local McD’s, A&W, Burger King, etc. Local school groups may also have these available or the local Ag extension office.
  - f. Do you want to have a special supper or get together in the evening after the event? Who is paying/catering/holding this event and who can attend/by tickets?
- 9. Have you considered the membership that is outside of your province or area?
  - a. Do you need to arrange location of available accommodations?
  - b. Are there B&B’s nearby or can you arrange a special rate at a local hotel/motel?

- c. Are there camping sites available?
  - d. Do you need to arrange for housing of animals over night or over a duration of time?
  - e. If members are not bringing animals and animals are required for the function, who will be supplying them and will they be compensated by payment or require compensation for transporting the animals to and from the function.
10. If this is a course and membership from other provinces can not attend or there are very limited spaces, is there a way to provide the course to other provinces? Can it be put into a video presentation or other visual media or print media and a copy provided at a small cost? NOTE: All participants will be required to be notified at the beginning of the course if it is to be filmed, and if necessary you should provide a form for them to sign that they are aware and allow themselves to be recorded in the process of the course recording. If it is a slide show style presentation, ask for the (cost) amount and permission from the presenter prior to the function so that it may be sold to the other members in this manner. [I paid \$3 each for a thumb drive to send 3 copies of the Dorper Typing course from 2013 to other members in provinces unable to attend.]
11. If a presenter is being brought in from another area, how can we best utilize the visit to include as many members as possible? EG: Being flown in from another country, can he/she start at one side of Canada and make the presentation/course in each or several provinces as he/she travels on to the return trip from the other side of the country, by being billeted at members' homes and driven ½ way to the next producer and met by them (etc.). That way all provinces have a fair shake at access and all are more able to contribute to providing locally the courses to promote the Dorper breed in their province.
12. Provide a weekly email update to the board so that we can assist with any parts that you may need assistance with and to help increase the likelihood of a great turnout.
13. Keep all receipts and an accounting of expenses and if it looks like you may exceed your budget notify the board as well. Remember to make a copy and send the originals with a notation on the top of what they were for and course date to the treasurer.

**Check List:**

Advertising

Presenter or Judge

Lunch/Facilities/Accommodations

Funding/Prizes

Livestock

Transportation

Check in with board