



Heidi Potter Horsemanship Event Hosting Information

Thank you for your interest in hosting me for an event at your facility. Below please find the details on what's involved. I look forward to working together on your event and encourage you to contact me if you have any questions. Sincerely, Heidi

Format

Many of our clinics provide participants an opportunity to learn in the classroom, on the ground with their horses and under saddle. Additional days are often available to offer participants the option for private or semi-private riding or training sessions.

Clinics are open to equestrians of all levels and disciplines, from walk-trot riders to accomplished competitors. They are all designed to be safe, enjoyable and educational. Any and all breeds of horses are welcome to attend, including gaited breeds. Stallions and very young or green horses require prior approval.

Hosts are encouraged to choose the topics best suited for their clientele. See my website for a list of clinic options and know that I am also happy to discuss a "tailor made" clinic.

Host Benefits

- 🐾 One free participant spot for the person organizing and hosting the event.
- 🐾 One free participant spot for the facility owner or their designee.
- 🐾 Auditing income and 10% of clinic proceeds retained by the host for two-day clinics (or longer) that have 8 or more paying participants.
- 🐾 Stabling and lease horse income.

Facility Requirements

- 🐾 A riding area large enough for groups of 4-5 people to ride at one time with safe footing and fencing.
- 🐾 Horse accommodations for people who may want to trailer in for the clinic. Optional: Lease horses available for an additional fee, payable to the horse owner or facility.
- 🐾 An indoor or covered arena is preferred. If one is unavailable, reserving space at a nearby indoor or covered arena, in case of inclement weather, is strongly encouraged.
- 🐾 Room or a space large enough for participants to sit and move around in without horses is required for some clinics.

Host Requirements

- ✦ Local marketing of the event via distribution of flyers, posters and/or brochures and online marketing to host contacts, via web, social media and email as available. Host can create their own materials or request materials from clinician.
- ✦ Lunch/drinks for the participants are generally provided by the host. However, the host reserves the right to request bag lunches or arrange for a pot luck. Advanced notice must be given to participants.
- ✦ Communicate timely with all interested parties and distribute registration and liability forms.
- ✦ Collect and retain all forms and payments for the event. Provide them to the Clinician upon arrival.
- ✦ Maintain a list of participants, auditors and a waiting list if applicable.

Clinician Provides

- ✦ Instruction for the duration of the clinic. Most clinics begin at 9 or 10:00am and end between 5-6:00pm, depending on the number of participants and type of clinic.
- ✦ An option to stay for private and/or small group sessions in the days following the clinic if the schedule allows. These days must be scheduled in advance of travel arrangements.
- ✦ Assumption of travel expenses although housing is often available and appreciated.
- ✦ Clinic posters, brochures and hand-outs when applicable and requested.
- ✦ An option to collect clinic fees and registrations. (All forms and payment information will be copied and distributed to the host.)
- ✦ Marketing on applicable websites, Facebook pages and printed materials.

Event Cancellation Policy:

Event host must provide clinician with a 45 day notice of event cancellation for events requiring air travel and a 21 day notice of cancellation for events requiring travel by car.

Participant Cancellation Policy:

- ✦ All event fees are non-refundable and are required to be paid in full in advance of the event. Should the registered participant or auditor be unable to attend the event their spots and fees are fully transferable to another individual of their choosing.

Contact Clinician Heidi Potter at 802-380-3268 or Heidi@heidipotter.com for available dates and current prices on clinics. www.heidipotter.com