

FMKC Guidelines for hosting a seminar

1. Present to the BOD, in writing, your proposal stating:
 - a . proposed dates
 - b. presenters name and credentials,
 - c. desired topics of the seminar
 - d. proposed audience of the seminar
 - c. proposed costs of the seminar
2. Present above to the BOD for approval
3. Contact presenter to confirm dates, arrange travel and motel specifics
4. Establish a per attendee per day fee to cover, at a minimum, expected costs
5. Establish an auditor fee
6. Make flyer to send to the membership including
 - a. Presenter bio
 - b. number of working spots available each day
 - c. cost for a working spot and cost for an auditing spot
 - c. if lunch/ breaks are an additional fee or included in the cost of the seminar
 - d. a waiver of liabilities

The club member hosting the seminar will handle the registration etc. and their contact information will be clearly stated on the registration form.

SEE EXAMPLE BELOW FOR REFERENCE.

Registration Form

Fargo – Moorhead Kennel Club
Red River Valley Fairgrounds – Expo Building
West Fargo, ND

Tune Up Your Trials: Agility Training With Nancy Gagliardi Little

November 11th and 12th, 2017
9:00 am – 4:30 pm each day

Registration Information:

- ❖ There are 10 working spots each day; auditing spots are unlimited. Registration is first-come first-served. **Important: An attendee may register for only one working day but may request to be placed on a waiting list for a working spot for the alternate day. Working spots not filled by October 31st will be filled from the wait list. Auditing spots are unlimited.**
- ❖ Full payment is due with this registration form. Checks will be cashed approximately two weeks prior to the seminar. If you need to cancel, refunds are available only if your spot can be filled.
- ❖ To register, please print and fill out this form and mail with your payment to:
Charlene Schreiber, 709 Martin Drive, West Fargo, ND 58078
- ❖ Please make checks payable to FMKC.
- ❖ A confirmation email will be sent approximately two weeks prior to the seminar with directions and other details.
- ❖ Contact Charlene Schreiber at zipkeen@gmail.com with any questions.

Lunch, snacks and coffee will be provided by FMKC for all attendees. Soda and bottled water will be available for purchase \$2.00.

<u>Working Spots</u>	<u>Auditing Spots</u>
Getting More From Your Dog – Saturday ○ \$150.00	Getting More From Your Dog – Saturday ○ \$50.00
Which Turn Where – Sunday ○ \$150.00	Which Turn Where – Sunday ○ \$50.00

Name: _____

Address: _____ City: _____
State: _____ Zip: _____

Phone: _____ Email: _____

Dog Breed: _____ Call Name: _____
Age: _____

Titles (if any): _____ Total \$ (including
lunch if applicable): _____

LIABILITY WAIVER: On behalf of myself, my heirs, executors, administrators and assignees: I hereby waive and release any and all rights and claims for damages which I may have against the Fargo-Moorhead Club, its Board of Directors, Officers, Members, Training Director and Training Staff, as well as any others connected with this class or event, their heirs, executors, administrators, successors, and assignees for any and all injuries which I and/or any member of my family and/or friends, or my dog may suffer or cause while taking part in this class or event or as a result thereof.

I consent that photographs taken while involved in Fargo-Moorhead Kennel Club activities may be used or reproduced by the Fargo-Moorhead Kennel Club for educational promotional purposes, including news media and publications.

Signature: _____ Date: _____
