

# CALIFORNIA DRESSAGE SOCIETY

## Application Form

CHECK ONE

2024 REGIONAL ADULT AMATEUR COMPETITION:    North    Central    South

2024 CDS JUNIOR CHAMPIONSHIPS:    North    South

Application Deadline: Close of business on August 31

NOTE: This application is designed to ensure a successful event and to promote clear communication between all parties. If you need assistance, please contact the CDS Central Office.

Name(s) of Applying Chapter(s): \_\_\_\_\_

\_\_\_\_\_

Primary Contact List:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Manager: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Show Secretary: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Private Party Management

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsor Fulfillment Coordinator

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

This person will coordinate with CDS Sponsor Manager to ensure that all sponsor requirements are met at your event. That all remaining CDS/Sponsor product, ribbons, banners, photos etc. are returned to the CDS Sponsor Manager within 14 days of the end of the show. See page 3 for details.

Note: the names listed above must include the responsible person(s) who are coordinating the show i.e. chapter chair(s) or representatives in addition to whoever will actually manage the show. These are the people who will sign the agreements and provide supporting documentation when required.

CDS Standing Rules for this event. Please initial \_\_\_\_\_ that the Show Manager & Show Secretary have read and understand the Standing Rules for their competition. You can find the CDS Standing Rules on the website.

Full Name of Current Show: \_\_\_\_\_

Date(s) of Show: \_\_\_\_\_ Approvals (circle all that apply) CDS USDF USEF

If approved provide approval #s : \_\_\_\_\_ USDF \_\_\_\_\_ USEF

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Give a brief Facility Description (rings, footing stalls)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a copy of contract for the facility is in effect for these show dates

This event please check:

I will provide a simple draft budget to CDS if requested.

I have included a simple agreement that outlines duties, responsibilities and revenue between parties for our combined event.

I will provide a copy of my prize list to CDS before I send it to USEF or USDF.

Signature of Chapter

Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chapter

Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Show

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of

Sponsor Fulfillment Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return Page 3 with your application

## Event Sponsor Fulfillment Coordinator

Name of the Event:

---

Event Sponsor Fulfillment Coordinator has an important role to play, whether at the RAAC Competitions or CDS Junior Championships. This person will coordinate with the CDS Sponsor Manager to ensure that all sponsor requirements are met at their event. The CDS Sponsor Manager will give the hosting show Sponsorship Coordinator a written check list or spreadsheet for each sponsor requirements at least 14 days before the start of the event.

### **Your responsibilities are listed below but not limited to the following.**

1. Receiving and storing, sponsor banners and award products before the event, if necessary.
2. Displaying sponsor banners, as required, at the show facility before the start of the competition.
3. Arranging a photo area, if indicated, where the sponsor banners will be visible in award photos.
4. Checking daily that banners are displayed correctly with straight edges and no wrinkles.
5. Ensure that all sponsor public address announcements, as provided by the Sponsorship Manager, are read by the show announcer, throughout the show.
6. Work with the photographer to get photos of the winners, sponsor banner and product, as stated in the sponsor guidelines. Arranging with the photographer to send photos to the CDS Central office and the sponsorship manager within 14 days of the end of the event.
7. Coordinating with the sponsorship manager and written guidelines for any special requirements of the sponsor, such as presentation rights and distribution of awards and gifts provided by the sponsor.
8. Taking down and pack all sponsor banners and product for shipping where ever you are required to send the product within 14 days of the end of the event.

I agree:

Name \_\_\_\_\_ Date: \_\_\_\_\_