



Cayuga Dressage and Combined Training Clinic Proposal Form

**For those new to the process, this form will serve as a helpful guide to planning a clinic. Please keep in mind that, depending on the circumstances (such as availability of the clinician, or need to purchase airline tickets), the planning of a clinic can take 3-6 months or longer. Contact the Education Committee with any questions.*

Part 1: Clinic Details

Name of Clinician*: _____

**please attach clinician bio & contact information for submittal with form*

Purpose of Clinic: _____

Proposed Date of Clinic: _____

Clinic Contact Person*: _____

**typically the person planning the clinic and filling out this form, this person will be responsible for communication with the Clinician and the Education Committee Chair.*

What will be offered (check all that will apply):

- private lessons
- semi-private lessons
- group lessons
- lunging
- lectures
- demonstrations
- auditing
- other

Location of Clinic: _____

Schedule of Clinic:

(Below, provide a general outline of the clinic schedule- what will be offered, and the time frame for each day. Attach additional paper if needed)



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**In this section, the various expenses that may need to be considered are listed, in order to help determine what the cost of the clinic will be. (Please be aware that this list is not necessarily all inclusive.) Note that a clinic may be a flat fee, or a pay per ride/class fee.*

Part 2: Clinic Budget

Fees and Expenses:

Clinician's day/lesson charge _____

Deposit for Clinician _____

Cancellation fee _____

Clinician Travel Costs _____

Lodging for Clinician* _____

**or is clinician willing to stay in a member's home?*

Lodging for Participants _____

Food (meals, refreshments) _____

Insurance (CDCT and Clinician) _____

Arena rental _____

Stabling fees _____

Advertising _____

Other (please specify) _____

Misc (please specify) _____

Income:

Fees for Participants (Club members/ non-members)* _____

**if fee is not all inclusive, break down the fee for each of the clinic offerings listed in Part 1- lesson, lunging, demonstrations, etc- in space provided below*

Fee for Auditing (Club members/ non-members) _____



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Part 3: Legal

Attach contract (may be provided by the clinician).

The contract must be provided to the CDCT board, and must be approved by both the CDCT board and clinician.

Any proposed changes to the agreement (before, during, or after the clinic) must be approved by the CDCT board.

Additional Comments (this may include any special requests not listed in the contract or clinic description, for example, need of a sound system)