

## RMLA Sponsored Event Planning and Application

Thank you for requesting RMLA sponsorship of your event. RMLA is excited to support events for llamas, alpacas and their owner's farms and ranches. RMLA events are a marketing tool and should portray llamas and alpacas in a positive and professional way. The Mission Statement, included in the RMLA Bylaws, states RMLA is all about educating its members and the public concerning the care and use of llamas and alpacas.

The following information will help interested members who would like to organize an event understand the requirements for RMLA sponsorship and insurance coverage. To provide a safe and fun event, please review the following guidelines for events and consider these in your final decision-making process.

- The event must be educational.
- Set and understand the goals you have set for an event.
- Contact the location of your choice for available dates for the event.
- The facility should have safe stalling, sufficient parking for vehicles and trailers and safe regular and emergency exits that are well marked.
- Does the facility require RMLA to provide a Certificate of Liability Insurance?
- If a Certificate of Liability is not required, with a Board-Approved RMLA Event you have liability insurance for your event.
- Understand other special permits that may need to be obtained.
- Are animals required to have Health Certificates or proof of vaccinations?
- Will you have a team to help in all areas of the event?
- Plan for EMT and VET to be present or on call.
- RMLA Liability signs must be posted in clear sight at registration and entry gates.

Complete the application form and submit to Mary Wickman, RMLA Events Committee Chair. Event Applications must be approved by the RMLA Board of Directors.

After the event has been approved, begin publicizing it by contacting TV, radio, etc. in your area. RMLA will publicize the event using options that will best serve the event.

During the event:

- Check all dangerous obstacles and tack for safe usability during the event.
- Bring tools for repairs and plastic bags to clean up droppings.

After the event:

- Return RMLA Release of Liability signs, banners and other RMLA property.
- Send an amazing article with lots of color photographs to the Journal Committee.
- So important... Thank your participants and volunteers.
- The RMLA Board and members wish you the best of luck with your event.

# RMLA Event Application and Contractual Agreement

Event Name \_\_\_\_\_

Event Set-up Date \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Break-Down Date \_\_\_\_\_

Brief description of the educational event: \_\_\_\_\_

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

Estimated Number of Participants \_\_\_\_\_

Name and address of the facility where event is to be held:

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

Name of RMLA Member organizing Event:

\_\_\_\_\_

The Primary RMLA member in charge **must** attend the event.

Address \_\_\_\_\_

Phone \_\_\_\_\_ Emergency evening phone \_\_\_\_\_

Email \_\_\_\_\_ Text \_\_\_\_\_

Name of Alternate RMLA Member organizer who **must** also attend the event.

Name \_\_\_\_\_

The Organizer and/or Alternate organizer must be always present throughout the approved RMLA event. Events are a marketing tool and should portray llamas and alpacas in a positive and professional way.

The organizer must:

- Make RMLA materials available to participants and spectators.
- Organize advertising the event locally and use RMLA multimedia to advertise.
- Plan for a DVM and EMT's to be on call during the event.
- Place the RMLA Release of Liability signs on display in appropriate locations for spectators and participants to easily read, such as entry gates, registration table and stalling area.
- Request an RMLA Proof of Liability Insurance Certificate if required.
- Once approved, the event will be listed in the RMLA Calendar of Events published in the RMLA Journal, on RMLA.com, RMLA eBlast newslines and RMLA multimedia sites.

## INSURANCE

Is proof of insurance **for the facility** required. Yes \_\_\_ No \_\_\_ Do not leave blank.

If yes:

1. What is name of the **facility** requesting Certificate of Liability? \_\_\_\_\_  
\_\_\_\_\_
2. What is the name of the person **at the facility** that should receive the Certificate of Liability? \_\_\_\_\_
3. **At the facility**, what is this person's full contact information?  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_
4. Date the certificate must be received by the facility \_\_\_\_\_

## SECONDARY INSURANCE

List the name, address, insurance provider and policy number if using a secondary insurance.

\_\_\_\_\_

## SPECIAL PERMIT

Are Government or municipality permits required: Yes \_\_\_ No. \_\_\_ Do not leave blank.

- If a special permit is required, please attach a copy of such permit.

## REQUEST FOR RMLA MATERIAL

RMLA information brochures \_\_\_\_\_ Copies

RMLA Membership applications \_\_\_\_\_ Copies

Required RMLA Release of Liability signs \_\_\_\_\_

Required RMLA banner which is 3' X 5'.

## COMPLETE APPLICATION

As the Event Organizer, I, \_\_\_\_\_, will post the RMLA

Print name of organizer

Release of Liability sign and the required State liability warnings signs in the appropriate locations. I have read, understand, and agree to the above statements.

\_\_\_\_\_  
Signature of Event Organizer

\_\_\_\_\_  
Date

Please return the signed contractual form to:

Mary Wickman, RMLA Events Chair - P O Box 216 - Woodland Park, CO 80866-0216

In addition to mailing the signed form, you may scan it and email to Mary at

[mwickman1@gmail.com](mailto:mwickman1@gmail.com).

Good Luck – have fun and THANK YOU for organizing another wonderful RMLA event.

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