

## **GUIDLINE TO RUNNING A CCOCA FUTURE EVENT**

When considering a future event for CCOCA we recommend you consider these points. Any event needs to receive Committee approval prior to commencing.

To obtain approval consider:

- Is the event broadly in line with CCOCA objectives of restoration of classic Citroëns or suitable for members to undertake as a related activity.
- Does the event run at a time that supports the existing list of approved activities In the current CCOCA diary of events.
- Is the event likely to be lawful and not contradict or ignore current road rules.
- Is there any Insurance risk (CCOCA has existing Public liability Insurance).
- Is there a need for CCOCA to support this event from Club funds.
- Will the event help foster relations with other Citroen clubs or support members.
- Will sponsorship be appropriate or required.

Once you have considered these Issues then any approach to the committee should cover these points:

- In writing
- Briefly outline the event
- Prepare a likely budget
- Will there be a nominal profit to stage this event
- Will there be a nominal loss to CCOCA for support of this event
- Who will launch the event - advertising, magazine, website, broadcast email etc.
- Is a sponsorship needed to stage this event
- Who will be the contact person
- Where will the payments be directed to (the club or the organizer)

The committee will make their decision In a timely manner and advise the organizer as soon as practicable.