

## How to Host a Trail Ride

### Guideline for Hosting a Trail Ride for the Lake County Mounted Posse

1. Decide Who will be Hosting the Event
2. Decide on Date you would like to Host
3. Decide on Location you would like to Host
4. Verify with Location that site is available, if there are any necessary permits, fees, trail passes needed.
5. Decide what you would like to have for food, i.e. breakfast, or coffee and donuts prior to ride, lunch after, a dinner ride, a dessert only ride etc.
6. Guest fee will be \$ 5 depending on the event.
7. Suggested budget for trail ride is 250.00.
8. Contact current Posse President who will direct you to contact Trail Ride Chair. You may be invited to board meeting to present your idea, (most times this is not required unless is something out of the ordinary) and request your date.
9. Once event and date is approved by board, send details of your event to Trail Ride Chair. Details will be published in the Posse Newsletter and on Website.
10. LCMP Provides:
  - A. all paper goods and condiments
  - B. coolers and beverages, have coffee servers
  - C. sign in sheets and release forms for guests
11. Save and submit receipts to treasurer within 30 days (preferably sooner) for reimbursement. IF you need financing prior to the event contact treasurer for arrangements.

*Happy Trails!*