



Required Event Information

As revised by the Central Committee on March 13, 2005.

When completing event information, remember to send:

1. Flyer to the General Office for event/winged-wheel logo approval.
NOTE: Chairman, Vice-Chairman, Secretary or Treasurer must approve use of the Winged Wheel Logo. The General Office will get the approval for the logo if needed.
2. Event Sanction Application.
3. Fee for insurance to cover event, submitted with a 101 Form. **(Rates effective for ALL events occurring on or after April 01, 2005. Taxes included in all rates listed.)**
 - a. Standard insurance per event (no limit on length of event): \$85.00
 - b. For EACH Additional Insured party (i.e. Property owner or business owner where event is held, beer vendors, etc.): \$60.00
 - c. Increase liability coverage to one million dollars, add additional: \$90.00 (Suggested for larger events, and some cities now require this for Toy Runs and city-wide events.)
4. Flyer, 101 Form and check for payment of advertising fee to Freedom Press Editor for publication, AFTER approval and insurance has been secured. Flyer will not be published without meeting this requirement. The Events Coordinator will all pass on the approved flyers and event information to the Webmaster, to be added to the Events page on FORR.net.
5. Completed Waiver Release forms (Regular & Minor), and Incident/Injury Reports must be sent to the General Office after the event, immediately following the event, or risk losing voting privileges of the Local or District for failing to do so.
Tip: To add the ® bug to your Flyer or Document, hold down the Alt key & type 0174, then release the Alt key.
Locals that might not have the money to insure their events should apply to the State for a loan for the event as is provided in the bylaws, or work with other Locals to have District events to spread the cost around.

Any questions concerning Events or Insurance matters contact:

FORR, Inc. – General Office
1424 Estate Drive
Bates City, MO 64011-8417

(800) 309-7433 Voice

(816) 690-4200 Fax

E-mail: go@forr.net