

Guidelines for Hosting a Seminar  
Canine Search & Recovery, Inc.

This form was originally developed by Carolyn Knapp to assist in the planning of our yearly training seminars. While it is not a complete, all-encompassing list, it will give the basics for planning, along with a timeline. This has been tweaked and added to by others.

Prior to applying to the CSAR Seminar Committee to host an annual seminar:

Locate a camp:

- Must allow dogs in cabins
- Must allow adult beverages
- Should have around 2000 acres to train on, or have property nearby, such as national or state parks.
- Does the camp have water on site or nearby for water HRD class? Can we use the water for the class? How big is the water site?
- Camp need to hold 100-150 people and dogs
  - Usually divide stated cabin capacity by two for dog, handler, crate, gear, etc
  - Cabins need to have electrical outlets
  - Cabins need to have bunks and mattresses
- Be able to provide food
  - If not able to provide food, locate a caterer
- Total per person cost should be about \$200.00 for the week. This allows CSAR to stay in the price range of \$235 - \$250 for members and about \$40 more for non members.
- Ascertain deposit amount and due date.
- Need to specifically confirm ALL expenses for a total:
  - Additional charges for sack lunches, AV equipment, meeting rooms, etc.
  - Find out about charges for a handful of folks coming in the day before to set up.
- Provide to the seminar committee actual camp and / or caterer information, and location of nearest major airport and nearby shopping.
- Will the local town have an issue with training in town?
- Can we park RVs on site, and if yes, is there water and electricity hookups available?

18 Months or longer:

- Find camp
- Set potential dates
  - Should be within last two weeks of September or first two weeks of October
- Present proposal to seminar committee

## 12 - 18 Months Out – After proposal is accepted:

- Develop instructor list and present to seminar committee
  - Any instructors that are not CSAR members must be approved by the seminar committee and/or board of directors per standing rule.
  - Instructors come for actual expenses only – any additional compensation must be approved by the seminar committee.
  - Some travel expenses are not fully reimbursed i.e. driving a motor home, travelling companion expenses, etc.
  - Need a ball park figure for expenses if at all possible.
- Request check from CSAR Treasurer for Camp deposit and remit.
- Plan night classes
  - Night instructors are not reimbursed for travel expenses, but are given a small stipend thank you gift (\$25-30, voted on by board)
  - Night instructors are often seminar participants or instructors as well, or local to the seminar location.
- Set seminar fees
- Prepare handout for flyer at previous year's seminar.
  - Location for the next year's seminar is announced at the annual meeting – Until then, it's a secret.

## 9 – 12 Months Out

- Finalize instructor and night classes
  - Present final list to seminar committee
  - Develop a back-up instructor list
    - Often CSAR members who will be attending seminar anyway.
- Develop registration form
  - Provide to webmaster and newsletter editor for publication
- Provide pictures of camp, instructor list, and dates to webmaster
- Work with webmaster and newsletter editor to determine who will continue with seminar publicity.
- Open bank account if needed, and contact CSAR Treasurer for start-up monies.

## 6 – 9 Months Out

- Reconfirm instructors and night classes
- Continue working on back-up and assistant instructor list

## 4 – 5 Months Out

- Send initial seminar info to the other SAR email lists.
- Contact members to assist in posting info to breed-specific lists.

- Develop list of materials needed for seminar
  - Designate person(s) responsible for what
- Develop list of nearby hotel/motel and campgrounds (preferably pet friendly) for those not wishing to stay at camp.
  - Attempt to arrange special pricing if at all possible. This will probably entail utilization of only a couple of locations.
- Begin making contacts for sponsorships/donations/ etc from local businesses, etc.
- Reconfirm with camp that everything is still on track.
  - Notify seminar committee with any problems, issues, or major changes.
- Send instructor contracts to confirmed instructors
  - Request short (2 paragraph) biography and picture for the web site.
  - Request from instructors a list of needed equipment and supplies for individual classes not being supplied by the instructor.
    - AV equipment
    - Hand outs
    - Training Aids
    - Smoke bombs
    - Etc.
- Develop database for received seminar applications
  - Develop notification and verification system to confirm receipt of application.

### 3 Months Out

- Contact and reconfirm instructors and night programs
- Work up T-Shirt and other graphic designs
- Designate collection person to begin collecting supplies for seminar
- Develop initial seminar agenda
- Confirm with support people (if any) their role and tasks
  - Number of non-paying attendees who are not instructing should be kept to a minimum.
- Decide on and order give-aways for seminar attendees
  - Look for freebie handouts, widgets, etc.
- Begin assembling topo maps, road maps, camp maps, and other information specific to seminar.
- Confirm with vet on call, Local Law Enforcement, and other peripheral participants.

### 2 Months Out

- Continue to accumulate needed non-perishable supplies
- Contact donors who have committed, but not sent product or made arrangements to deliver their supplies.
- Confirm with instructors who have not returned contracts, and request their return.

### 1 Month Out

- Confirm with instructors / night classes
- Continue accumulation of supplies
- Continue correspondence with seminar registrants
- Confirm with camp:
  - Arrival, Departure, and Meal Times, etc
  - Guidelines for attendees
- Relay any changes or special situations to seminar registrants via newsletter, email, website, etc.
- Finalize seminar agenda
- Follow up with instructors who have made requests
  - Taken care of, or how it will be.
- Confirm with helpers who are bringing what materials.