

RODEO COMMITTEE CHECKLIST

RODEO APPROVAL INFORMATION:

*These items need to be submitted into BCRA office 60 days prior to rodeo dates.

- APPROVAL FORM WITH APPROVAL FEE
- CO-APPROVAL FORM
- INSURANCE APPLICATION (submit to insurance agent)

POSTERS:

- POSTER INFORMATION TO BCRA OFFICE (submit to BCRA Office with approval form please) - Give enough time for printing and shipping so you have time to put posters up around community to advertise rodeo.

LOCAL ENTRIES:

- LOCAL ENTRIES - Taken by committee member with collection of entry fees. (Make sure to check BCRA Ineligible list for any outstanding accounts trying to enter as a local)
- MAKE SURE TO MARK ANY LOCALS COMMITTEE WISHES TO FEATURE & ANY BCRA LOCAL CARDHOLDERS (if there is any)
- SUBMIT LOCAL ENTRIES TO BCRA OFFICE - Tuesday prior to BCRA entry day.

RODEO PROGRAM INFORMATION:

- SUBMIT LOCAL SPONSORS/CONTRACT ACTS/LOCAL EVENTS TO BCRA OFFICE FOR RODEO DAYSHEETS THE MONDAY PRIOR TO RODEO (All contract act, clowns, announcers, drill teams must have non-contestant membership)
- SUPPORT RODEO GUIDE BY ADVERTISING YOUR RODEO OR BY BRINGING IN A LOCAL ADVERTISER (10,000 Rodeo Guides are distributed across BC to promote all BCRA Rodeos to rodeo fans, tourists and sponsors)