

# LARGE EVENTS DECISION TREE



**IS THE EVENT SPONSORED BY THE FRIENDS OR ARE YOU MERELY ASSISTING THE PARK/FOREST?**

**FRIENDS-SPONSORED EVENT**

**PARK/FOREST SPONSORED EVENT**

**PARK MANAGER OR DISTRICT FORESTER ENDORSEMENT?**

**Are you providing a significant element of the event?**

**Are you just providing volunteers?**

**NO**

**YES**

**SECURE IT**

**REVIEW EACH ELEMENT BELOW. GATHER THE INFORMATION NEEDED FOR EACH. MOVE TO THE NEXT. EACH ELEMENT HAS ITS OWN REQUIREMENTS AND YOU WILL NOTE THAT IN THE END ALL PATHS LEAD TO THE INSURANCE BOX. EACH ELEMENT HAS AN IMPACT ON THE INSURANCE PREMIUM REQUIRED FOR THE EVENT.**

**Make sure everyone signs in as a volunteer. Otherwise, you're done!**

**RACE/RIDE/PADDLE?**  
Do you have a registration plan in place?  
Is the event officially timed/sanctioned?

**LIVE MUSIC?**  
Visit Friends Resources page for a checklist and template contract. Identification numbers of performers are required for tax purposes.  
The contract includes the required notice of the type of music to be performed. The type of music impacts the insurance premium.

**FOOD VENDORS?**  
Visit Friends Resources page for a template contract which includes the necessary provisions for liability and workers' compensation insurance by the food vendor and the sales tax identification number for each.

**CRAFT/MERCHANDISE VENDORS?**  
PPFF carries a blanket vendor license, permitting events with vendors to occur. Alert PPFF that you are having an event and download and complete the spreadsheet listing vendor tax IDs for each vendor. *Bear in mind that if you use the same vendors each year you'll only be gathering this information one time!*

**HAYRIDE/EQUESTRIAN/ OTHER LIVE ANIMAL ACTIVITIES?**  
The Department of Agriculture's regulations require ALL providers of hayrides to certify the safety of their equipment and operations. This holds true whether the park/forest is the operator or an outside entity. If the Friends is the sponsor of the event, you **MUST** ensure compliance with the law and ensure that providers (hayrides, equine and live animals) add DCNR and PPFF to their Certificate of Insurance.

**SILENT AUCTION?**  
Contact PPFF for a quantity of three-part silent auction forms. They help you keep track of donations and winners and determine whether you have any tax reporting requirements.  
Refer to the Small Games of Chance Policy for both Raffles AND Silent Auctions for complete information.

**RAFFLE**  
You must be in compliance with all PPFF policies and requirements in order to apply for a small games of chance license. Annual report and conflict of interest forms must be complete and on file; every year you must obtain a letter of permission from your Park Manager or District Forester. Contact Marci to confirm compliance before contacting your county treasurer to apply.  
*Note: Not all counties have approved small games of chance licenses so even if you meet all of PPFF's requirements, it does not guarantee the county will issue a license.*

- When seeking to host a large event, be prepared for the following and allow plenty of time to get all the pieces in place:
- ◆ Sales tax numbers for all vendors/contractors participating.
  - ◆ Complete contact information for any vendor/contractor who will be paid by the chapter so that your check requests can be submitted in a timely manner and your people can be paid!
  - ◆ Your PPFF paperwork in place so that your Chapter is in good standing.
  - ◆ The information resulting from this Decision Tree.

**INSURANCE RIDER REQUIRED?**  
Consult with Marci & Bernadette **AT LEAST** one month in advance of the event to determine the needs. Bernadette shops around for the best price and it can take significant time to hear back from the insurance carriers/agents. Size of crowd expected, activities included, estimated profit, type of music, number of vendors, and (since waivers are now available in certain circumstances) whether there will be alcohol are all factors affecting the premium.