

## **Event Approval Request Process**

### **Purpose:**

Hill Country Region has developed a process to manage events on our calendar to reduce and eliminate date conflicts.

### **Process:**

The simplified process, which is on page 2, is easy to use and requires minimum effort by the event organizer. Briefly, if an event is recurring such as an Autocross, the organizer simply notifies the Standing Committee Chair (SCC) with a proposed date. The SCC then agrees and confirms date availability with the Vice President. Once confirmed, the SCC notifies the organizer and the event is now on the calendar.

If the event is something brand new, such as a driving tour to New Orleans during Mardi Gras, the organizer will have to provide additional information to the SCC who will then send it to the Executive Committee for approval. In either case, the organizer can expect a quick response.

**1. Organizer proposes an event including the following information:**

- a) Nature of event
- b) Organizer should first check calendar
- c) Date, time, location
- d) Narrative for HCR Calendar and Club Registration if required
- e) Fees to be charged

**2. Proposal is submitted to Standing Committee Chair (SCC)**

**3. If date is open on HCR Calendar,\* SCC asks following questions of the organizer:**

- a) Will event require >\$1000
- b) Is there financial risk or significant Region resources required?
- c) Are other PCA Regions or outside organizations involved?
- d) Is a contract required?
- e) Is the event new or unique? \*\*

**4. If date is open and all questions in Step 3 are “No”:**

- a) SCC confirms with VP pending date confirmation
- b) SCC confirms with organizer that date is available and event is approved **OR** date is not available and a new date is needed to gain approval
- c) If the event date is available SCC insures that event information is sent to HCR Web Team ([web@hcrpca.org](mailto:web@hcrpca.org)) and Club Registration

**5. If any of the above Step 3 are “Yes”:**

- a) SCC/VP submits the proposal along with supporting documentation to EC for approval and informs Organizer
- b) EC makes a decision as to the event and requested date and informs SCC/VP

**\*Note #1:** If the initial date is not open, SCC and Organizer should discuss alternate dates before proceeding.

**\*\*Note #2:** Related to point #3(f) above, a new or unique event is something that is not recurring. A recurring event is a driving tour, happy hour or get together. A new event may require discussion amongst EC, SCC and organizer to determine if it is something HCR would like to do as an organization.