



Co-ordinating a Natural Hoof Care Workshop can be very rewarding and lots of fun. However, it requires a bit of work so below is an outline of our requirements.

If you choose to co-ordinate a clinic you will receive your tuition for free and re-imburement to help cover costs. (eg advertising, promotion, postage, morning tea)

A minimum of 15 participants will be required and a maximum of 25. Once deposits of \$50 or payment in full has been received with their registrations, the 'show will go on' and flights/transport will be booked. If, for some reason the clinic is cancelled, all deposits will be returned.

### REQUIREMENTS

A powered area suitable to watch a PowerPoint presentation on a screen, not too much light.

A projector screen or large white board or white sheet on the wall to screen the powerpoints and film footage.

An area large enough for participants to watch the trim demonstrations on horses and trim cadaver hooves safely.

Tea & coffee making facilities. Access to a toilet.

*If your own property isn't suitable, try the local showground.*

Ask participants to bring their own chair if you don't have enough,

### CO-ORDINATOR'S ROLE

*ADVERTISING:* Posters and flyers are available to help with this task, which can be changed as needed. They can be printed or emailed and sent to your clients and friends, Saddlery stores, horse clubs, veterinary clinics, feed stores, horse internet sites or the local bulletin board are also good promotional avenues. Most horse clubs have their own newsletter where free advertising is welcome. The co-ordinator can also advertise in the newspapers. A press release to your local newspaper is also a great idea and generates lots of free publicity. We can help with any story angle. Please keep all receipts.

*CADAVER HOOVES:* Generally the co-ordinator will need to source cadaver hooves (cut below the knee) but assistance can be given if needed. There may be a fee incurred which will be reimbursed, please keep a receipt. It is a good idea to think about disposal of the cadavers also. Some participants may take their trimmed leg home but the rest will need to be buried or binned. Don't hesitate to contact us if you have any concerns sourcing legs as we can help with this.

*DEPOSITS:* Deposits of \$50 need to be collected from participants along with the completed registration forms.

*FEES:* The balance of fees are to be paid and waivers signed before the start of the clinic to the co-ordinator. Cheques can be made to J FORD.

*LUNCH:* Participants can either bring their own lunch as outlined on the registration flyer or you can supply or sell food and drinks at lunchtime.

*REFRESHMENTS:* Please supply hot beverages ie tea, coffee and drinking water for participants to help themselves.

*DEMONSTRATION HORSES:* we require 3 – 4 live horses for the trimming demonstration and ideally we need a variety to show case hoof normalities and problems. Eg., a horse with shoes on, a horse in desperate need of a trim, and a horse with hoof pathologies such as laminitis.

Anything else, please don't hesitate to contact us.