

## **Prime Coaching Events**

"How does an event become an official Prime Event?"

1. Every Prime event should be approved by the senior officers of Prime, i.e. Chairman, Secretary, Treasurer, (at least two).
2. Every application to hold a Prime event should be supported by a simple "business case", i.e. a statement containing all reasonably foreseeable costs and a realistic forecast of the expected income. The Treasurer should approve the business case before any funds are committed.
3. Every Prime event should have a signing-on sheet that provides a clear record of attendance and the fees paid.
4. No event will be posted on the Prime web without the approval of the senior officers of Prime.

## **Application to hold a Prime Event**

This should include information as follows:

- Date of proposed event
- Venue of proposed event
- Organising/Lead Coach
- Contact details
- Purpose/Objectives of event
- Target group of participants
- Any other relevant information

## **A Business Case**

This should include a forecast of expenditure and income as follows:

### **Expenditure**

- Hiring the venue
- Volunteer coaches' expenses
- Professional coaches fees and expenses
- Advertising and publicity
- Stationery, Postage, etc.
- Other

### **Income**

- Attendance fee
- Estimated number of participants
- Estimated income from fees
- Donations
- Grants
- Other