

Tips for a great educational clinic

- Recruit someone to serve as a “door greeter” – make participants feel welcome by speaking to him or her individually as they arrive
- Set up a registration table for participants to sign in, ask questions....
- Have everyone wear a nametag
- Provide refreshments (even if its only something to drink and a light snack)
- Make sure that you have a good sound system so that everyone can hear
- If the meeting is indoors, make sure the heat or air conditioning is at a comfortable level.
- If outdoors, provide shade
- Provide a notepad and pen/pencil for all participants
- Schedule breaks in the program for participants to stretch, use the restroom
- Recruit a “clean-up crew” and be sure that the facility is neat & clean when you leave
- Provide directions to the facility and a “for information” phone number in your advertisements prior to the clinic.
- Prepare a thank you list ahead of time to give to participants at the end of the clinic.
- Be sure you have NYCHA membership forms and literature to hand out to anyone who is not already a member
- Advertise ahead of time
 - Send a flyer to NYCHA members in your area
 - Invite high school rodeo members (go to www.nhsra.org to find contact information for the association in your state)
 - Send or take flyers to feed stores, riding stables, local horse shows, county extension offices (for 4-H clubs), FFA chapters, local newspapers
- Prepare a list of coming events in your area
- Contact a local 4-H club or FFA chapter for assistance with leadership development – they are a great resource for workshops on parliamentary procedure, public speaking, decision making.....

Keep in mind.....

People learn

- 10% of what they read
- 20% of what they hear
- 30% of what they see
- 50% of what they hear AND see
- 70% of what they say
- 90% of what they say AND do