

VMEA Event Registration

District Representative Responsibilities

- Register all events by Oct 1st (using link on VMEA website)
- Register each event separately
- Notify VMEA Treasurer of any changes of date/location/cancelation/etc.
- Register any new event(s) as soon as possible if added after Oct. 1st
- Assist event chair(s) with planning/budgeting
- Ensure event chair(s) are aware of event reporting procedure
- Following event, follow-up with event chair(s) that event report has been completed within appropriate deadlines
- Sign final event report

Thanks for keeping the information current and correct for VMEA reports and for insurance purposes.