

EVENT/DATE: _____

BROCHURE INFORMATION

COORDINATOR: _____

SUPENSE DATE: _____

BROCHURE WORKSHEET

Please complete this form concerning your event and return it to Curt Converse, 4971 Horseshoe Bend Street, Colorado Springs, CO 80917. If you have any questions, call Curt at (719) 591-8193.

CO-SPONSOR:

Provide name of co-sponsor, if there is one.

START/FINISH:

Provide name and address.

WHEN:

Day and date for the event.

START:

Provide start and stop times for starting the event? Minimum window for the start period is normally 3 hours.

FINISH:

Provide finish time. Should be no sooner than 3 hours after the cut off time for the start. If distance is longer than a 10KM, should allow an additional 20 minutes (minimum) for every additional kilometer.

DISTANCE:

What is the distance(s) for your event? Are you offering a 5KM trail, a functionally disadvantaged trail, etc.

SPECIAL REGISTRATION FEES:

Park entrance fee, trail fee, parking fee, etc.

Pay with pre-registration or pay at event?

INFORMATION:

Name and phone number of point of contact.

TRAIL DESCRIPTION:

Provide a description of the trail (e.g., dirt trail, streets, sidewalks, horse paths, hills, terrain, walking sticks recommended or required, hiking boots recommended).

What is trail rating? What is the altitude for your event? Are restrooms available at start/finish and/or along the trail? Can strollers and wheelchairs complete the event?

Are pets permitted on the trail? Recommendation of cameras, binoculars, sunscreen, hats, etc.

A subjective two part trail rating to indicate trail difficulty:

PART 1 – Incline	PART 2 – Terrain
1. Very small hills or very little stair climbing. Probably suitable for strollers and wheel-chairs. Cumulative elevation gain from Starting Point: Up to 200 feet.	A. Almost entirely on pavement.
2. Some moderate hills and stair climbing. Probably suitable for strollers. May not be suitable for wheelchairs. Cumulative elevation gain from Starting Point: 200 – 1000 feet.	B. A significant part of the route is on well-groomed trails with very few obstacles.
3. Some significant hill or stair climbing. Not suitable for strollers or wheelchairs. Cumulative elevation gain from Starting Point: 1000 – 2000 feet.	C. A significant part of the route is on somewhat difficult terrain (rocky / rooted paths or soft sand).
4. Lots of significant hills or stair climbing. Cumulative elevation gain from Starting Point: 2000 – 3500 feet.	D. A significant part of the route is on very difficult terrain.
5. Many steep hills. Cumulative elevation gain from Starting Point: more than 3500 feet.	E. The majority of the route is on very difficult terrain.

AWARD: (See attached Award Worksheet)

Type of award, size, and design description: patch, medal, hat pin, etc. Provide a picture or drawing of the award.

Is there a limited number of event awards available?

SPECIAL PROGRAMS: List the AVA Special Programs for which your walk qualifies. (Ref: AVA.ORG or TAW Newspaper)

WATER/FOOD:

Will water be available along the trail? What is availability of food in the local area?

DIRECTIONS:

Provide directions and map to get to the start/finish.

LODGING INFORMATION: (Optional)

Camping and/or lodging information for out of town events.