

Athletic Field Maintenance Workshop Program Participant Checklist

Development and Operations Section



Welcome and Thank You for considering participation in the CPRS Development and Operations Section Professional Education Program

The following is a checklist to help you in completing your application to participate in the Development and Operations Section Athletic Field Workshop. Please follow these steps and the instructions on each form to quickly complete the application. All the forms have been provided as electronic form fill-in document to assist you with completing and transmitting the forms easily.

- 1. Quickly review the contents of the Workshop Packet including the following:
 - Athletic Field Workshop Host Guidelines and Expectations
 - Athletic Field Workshop Preliminary Program Schedule and Station Line-up
 - Eldorado Park West – Sports Fields Location Maps
 - Eldorado Park West – Sports Fields Facility Layout
 - Athletic Field Workshop Program Participant Application
 - Partnership Levels and Al-A-Carte Sponsorship Opportunities Catalog
 - Development and Operations Section Partnership Agreement
- 2. Read the Athletic Field Workshop Host Guidelines and Expectations to understand workshop organization.
- 3. Read the Athletic Field Workshop Preliminary Program Schedule and Station Line-up to understand the content and format.
- 4. Review the Eldorado Park West – Sports Fields Facility Layout to understand the facility layout and onsite resources.
- 5. Determine your selection of an identified Workshop Program Learning Station to host or propose your own content / Learning Station for the Workshop.
- 6. Complete Athletic Field Workshop Program Participant Application.
- 7. Read the Development and Operations Section Partnership Levels and Al-A-Carte Sponsorship Opportunities.
- 8. Complete the Development and Operations Section Partnership Agreement.
- 9. Contact Workshop coordinators contact Raquel Zepeda at RZepeda@ci.glendora.ca.us or Westley Schroeder at westley.schroeder@cityofwoodland.org with any questions.
- 10. Email or Print and Fax the Development and Operations Section Partnership Agreement and the Athletic Field Workshop Program Participation Application to Workshop coordinators contact Raquel Zepeda (626-852-4875) or RZepeda@ci.glendora.ca.us or Westley Schroeder ((530-661-5958) at westley.schroeder@cityofwoodland.org.
- 11. If submitting your Participation Application and Partnership Agreement by fax, please forward a your check by mail to Raquel Zepeda, Treasurer, CPRS Development and Operations Section, City of Glendora, 116 E. Foothill Blvd, Glendora, CA 91741. We can process your credit card payment by phone if you prefer. To process a credit card payment please check the appropriate box on the Partnership Agreement and we will call you to secure credit card information. Please do not fax, email or mail credit card information.
- 12. Submit Your Graphics to Westley Schroeder, westley.schroeder@cityofwoodland.org . Please rename your electronic file submission (your ad / logo) with your firm name to assure proper identification.
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You will receive a verbal or email confirmation of your applications within three business days of receipt. A signed Partnership Agreement along with a receipt for participations fees received and a Workshop Participant Packet will be forwarded to you within 5 business days.

Thank you for your participation in the professional education of the Development and Operations Section