## **Inclement Weather Policy for District 25 Events**

Should an event scheduled by District 25 need to be cancelled, the following procedure will be followed.

- 1. The organizer of the event along with the District Director, Program Quality Director, and/or Club Growth Director (aka Trio) will make the decision as early as possible and take the following action:
  - a. Notify Webmaster to place a message on the home page (d25toastmasters.org) and any subsequent event pages of cancellation.
  - b. Send an email to all registered attendees using the Eventbrite tool notifying of cancellation.
  - c. Send an email notification to trainers or other event staff of cancellation, if applicable.
- 2. Should you have a question about the status of an event before the official decision is made, please use the 'Contact the Organizer' button on the Eventbrite registration.