

WWA EVENT CHECKLIST

		Comp? Primary Support Description	When (Deadline)	Comments Background
Establishing responsibilities				
RD	CC	Chapter established and organized to carry out event		Chartered, Class B license?
ED	RD	Primary RD: _____ Back-up RD: _____	January	Each year
CC		Chapter Chair: _____ Treasurer: _____		Bank signature card?
RD		CC provided copy of this checklist, and web address for chapter support material		
Schedule the event and solicit sponsors				
CC	RD	Select date for event:		Ensure deconflicted with other WWA events
CC		Select event venue and identify charges		Dinner (about \$15-20), WWA Membership (\$25), small door prize with WWA logo (<\$5); Not trying to make money off the entry cost.
CC		Solicit major sponsors and donors		Early tp get "presenting sponsor" on initial flyers
RD		Report status of Scheduling to ED		
Pre-event Planning: Class "A"				
CC	RD	Plan Class "A" Pre-event raffle?	5 Mo before	Need not be present, use "General/Special Raffle Worksheet" : ticket template; wisducks.org/chapter-information page
RD	CC	Proof Class A ticket		
RD		Print class A tickets and forward to chapter		who, where (Jim Tooni option)
CC	RD	Mail stock (20-30 tickets) to Kelcy for online sales		
CC	RD	Market Class "A" raffle: ___ WWA website; ___ Facebook; ___ Local distribution; ___ Poster		
		Report status of Pre-event planning to ED	5 mo prior	Class event ?; Organizational update
Phase 1 (Early) Plan the event				
CC	RD	Establish attendee "goal":		Be conservative in estimates, but about \$100/attendee will be spent after dinner ticket
CC	RD	Complete Pre-event Budgeting	5 mo before	"Pre-Banquet Budgeting form" -
CC	RD	Gun philosophy and numbers... what guns to have? Determine "hot" guns		Quality vs quantity, remember that there are 7:1 deer hunters vs waterfowlers in WI
CC		Decide on gun dealer; Put gun cost estimates into budget, get bids	4 Mo before	put estimated gun costs into budget
CC	RD	Identify basic outline of Games / Raffles / Prizes, put non-gun costs into budget		Gun Boards, Tactacam, Games, Walkarounds, Bucket raffles. Games may have an appeal to attendees who have already placed their raffle \$\$\$--a game offers entertainment.
CC	RD	Finalize printed/flyer gun list	3-4 Mo. Before	
CC	RD	Decide table and ticket options		
RD	CC	Chair and RD review plan. Finalize Pre-Event Budget Form	4 Mo before	Report planned attendance
RD		Report Status of Phase 1 Planning ot ED	3 mo before	"Shape" of event and help required; Budget outlook
Market the event				
RD	CC	Discuss flyer - discuss updates to prior year	4 Mo before	RD has template
RD	CC	Drafting/finalizing flyer	10 wks before	
CC	RD	Review and update mailing list with Kelcy - changes made?		
RD	CC	Order Flyers from printer - who sends out?	10 wks before (min)	Who will send out - printer, chapter?
CC	RD	Order dinner tickets from Printer	4 wks before	Order with flyer
CC	AD	Post e-flyer on website	10 wks before (min)	
CC	AD	Evite and facebook	4-6 wks before	Communicate future marketing wishes with Kelcy
ED		Boost FB post?	4 wks before	Costs maybe \$5-10 per day
CC		Marketing: Post flyers around town	8 wks before	
CC		Call previous attendees to ensure they are aware and coming	3-4 wks before	If appropriate
RD		Report status of Marketing to ED	5 weeks prior	"Shape" of event and issues
Phase 2: Plan the Event				
CC	RD	Consider state sponsor offerings and state inventory	4 Mo before	
CC	RD	Pre-Order inventory from state	4 Mo before	
RD		Ensure adequate ticket inventory	1 Mo before	
CC		Determine menu	3-4 Mo before	
CC	RD	Receive dinner tickets	3.5 Mo before	Confirm shipped/received
RD		Finalizing event gun board tickets, ship/deliver to chapter	6 wks before	
CC		Meet with venue (meal count, table setup, volunteer meals/timing)	3-4 wks prior	
CC		Finalize sponsors (gun board presenters, or presenting sponsor or...) Design game/raffle signage - share with RD	3-4 wks prior	
CC		Receive tickets	3 weeks prior	
CC	RD	Evaluate # of donations--enough? (Bucket raffle, door prizes,...) last ditch effort by Committee	2 wks before	
CC	RD	Finalize state inventory needs	2 wks before	
CC		Solicit volunteers to help run the event.		

WWA EVENT CHECKLIST

20 Feb 2020

Comp?		Primary	Support	Description	When (Deadline)	Comments	Background
	CC			Arrange volunteer meals to not interfere with event			
	CC			Provide final attendance numbers to caterer	10 days		
	CC	RD		Update budget for attendance		Adjust games and prizes for actual attendees. Now consider estimated costs (Guns, dinner, hall rental, prizes, other costs).	
	RD			Report status of Planning to ED		Number of attendees; Estimated Net vs Budget; Issues; help required	
Prepare for the event							
	RD	AD		Send chapter online order summary	1 week pre-event		
	CC			Assemble advance ticket packages	1 week pre-event	Not later than...	
	CC	RD		Create registration sheet	6 weeks pre-event	To collect names and packages	
	CC	RD		Identify Master of Ceremonies, develop event schedule	2 months pre-event		
	RD	CC		Make any necessary signage	2-3 days pre-event		
	RD			Load trailer with chapter merchandise/games/raffle equipment /signage/treasurer's case/credit card machine/inventory sheet and other supplies	1-2 days pre-event		
	RD			State raffle tickets (State hunt, UTV)	1-2 days pre-event		
	RD			Does chapter need state raffle item brought to event?	2 weeks pre-event		
	RD			Deliver state merchandise and equipment and set-up gear	0-1 days pre-event		
	CC	RD		Review delivered inventory against request. Transfer inventory	0-1 days pre-event		
	CC			Set up room: Tables, gun boards, signage, raffles, games, etc	0-1 days pre-event	Consider traffic flow - No Dead spots	
	RD			Prepare Silent Auction items and Sheets	0-1 days pre-event		
	RD			Set up games/silent auction, with buckets/tickets, fill out " Raffle ticket inventory sheet "	0-1 days pre-event		
	RD			Report status of preps to ED	0-1 days pre-event		
	RD			Bring required paperwork and credit card equipment	0-1 days pre-event		
	RD			Report readiness for event to ED	2 days prior		
Cash / credit needs for the event							
	CC			Get cash (approx: \$1500-3000)	1 day pre-event	Ask RD for denominations based on games	
	CC	RD		Set-up raffle pouches/aprons	0-1 days pre-event		
	CC			Set up cash box	0-1 days pre-event		
	RD	CC		Test credit card machine	0-1 days pre-event		
	CC	RD		Set up treasurer's station and welcome station	0-1 days pre-event	Money/Credit Card machine	
Conduct Event							
	CC			Feed volunteers, brief them, then position them		Feed well prior to door opening; brief them on ENTITE event as well as their station.	
	RD			Class A drawing - take pictures of tix and winners and provide to D of Admin			
				Manage walk-arounds, drawings, silent auctions			
	RD			Arrange Photographer for after-event FB postings - send to ED			
	RD	CC		Run through event schedule			
	RD	ED		Executive Director talk			
	CC			Closeout silent auction (taxes collected)			
	CC			Congratulate and thank team			
	CC			Clean-up; assist gear back into RD van			
Account for the Event							
	RD	CC		Double count Money by raffle / game; enter into Banquet Event Income worksheet - take picture and send to RD	Night of	RD, Treasurer, 1 other count \$	
	RD	CC		Turn in Inventory charge (to DA)	Night of		
	RD			Turn in raffle ticket inventory sheet to DA	Day after		
	RD			Turn in Membership stubs to DA	Day after		
	RD			Turn in List of event sponsors & copy of flyer to DA	Day after		
	RD			Sales tax report - take silent & vocal auction receipts with to fill this out	Day after		
	CC	RD		Wrap-up meeting/Party	2 weeks post-event		
	CC	RD		Submit Banquet Event Income Form to DA	30 days post-event		
	CC			Send invoice & final check to D of Admin	30 days post-event	\$500 remains in account for next year	
	AD			Event reconciled - report sent to chapter	30 days post-event		
	CC			Thanks yous to Sponsors	As soon as possible	While, fresh in minds of sponsors--pictures would be nice	
	CC	RD		Committee get together to review lessons, results			

GENERAL/SPECIAL RAFFLE WORKSHEET

Chapter: _____

Name of Raffle: _____

Price of Tickets: _____ Ticket Color: _____

	Prizes	Cost	Fair Market Value
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
		Total:	_____
		Income:	_____
		Expenses:	_____
		Net Total Income:	_____

Make copies of this form for each raffle you hold

WWA BANQUET EVENT INCOME

Chapter _____ Date ____/____/____

A. GENERAL / SPECIAL RAFFLES

_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____
_____ = \$ _____

RAFFLE SUB-TOTAL = \$ _____

B. SILENT AUCTION \$ _____

C. LIVE AUCTION \$ _____

D. OTHER FUND-RAISING ACTIVITIES
_____ = \$ _____

E. MERSCHANDISE \$ _____

F. TOTAL BANQUET EVENT INCOME \$ _____

Chapter Check List

CHAPTER _____	<u>EVENT DATE</u> _____
CHAIRMAN _____	<u>PHONE #</u> _____
_____ Donation Receipts	Date Delivered _____
_____ Paperwork DVD	Date Delivered _____
_____ State Merchandise Package	Date Delivered _____
_____ Optional Merchandise	Date Delivered _____
_____ Banquet Flyer Mock-up	Date Mailed _____
_____ Mailing List	Date Delivered _____
_____ Class A Raffle Tickets	Date Ordered _____
_____ Sponsor Item Sample	Date Delivered _____
_____ Incentive <u>Items</u> (_____)	Date Delivered _____
_____ List of Games & Raffles	Date Received _____
_____ Sponsor # & Sizes	Date Received _____
_____ Est. # Banquet Attendees T- shirts	Date Received _____
_____ Thank You Cards	Date Delivered _____
_____ Banquet Final Report	Date Received _____
_____ Final Report	Date Received _____

Raffle Ticket Inventory 2-Part

Total Tickets	Ticket Color	# Full Rolls	# Part Rolls	Notes
	White			
	Yellow			
	Salmon			
	Orange			
	Red			
	Blue			
	Green			
	Purple			
	Teal			
	Gold			
	Olive			
	Grey			
	Pink			
	Rose			
	Blank White			
	Blank Yellow			
	Blank Salmon			
	Blank Orange			
	Blank Red			
	Blank Blue			
	Blank Green			
	Blank Purple			
	Blank Teal			
	Blank Gold			
	Blank Olive			
	Blank Pink			
	Blank Rose			
	Big Red			
	Big Blue			
	Big Orange			
	Big Purple			
	Big Yellow			
	Big Salmon			
	WWA Lime			
	WWA Lemon			
	WWA Orange			
	WWA Strawberry			
	WWA Raspberry			

Single Style Tickets

	White			
	Yellow			
	Salmon			
	Orange			
	Red			
	Blue			
	Green			
	Purple			
	Gold			
	Olive			
	Pink			
	Brown			
	Mint			