

QUWF Chapter Policy and Procedures Manual

Section 6 - Organizing A Fund Raising Event or Banquet To Support Chapter Goals

"It's All About Wildlife"™

6. Organizing A Fund Raising Event or Banquet To Support Chapter Goals....and other Tips

Well this section is where you put your shoulder to it, where the goals are all ready set and now we are planning the events to raise the dollars needed to get the job done, something we now define as "Turnin'-The-Dirt"™. In section 5 we learned how to organize committees to help reach our goals, OK, we have a banquet committee set up so now what? How does the committee or others approach the task at hand, raising dollars for the chapter from an event?

First, it is worth repeating that the by-laws of QUWF require a chapter to have one major fund raising event each year to help carry its own weight in membership numbers, insurance costs, seed program, admin costs, habitat costs and the support of the RD and our staff. A chapter needs to set a minimum goal of 100 members to be a viable source of good manpower and stable performance. We know there will be smaller ones, but the challenge is to keep building on your success.

Postponing an event delays your portion of the fixed costs and places the burden on others. Therefore, we will require all chapters to pull their own weight. A substance fee of \$1,500 is what it takes just to keep a chapter, any chapter, on the books and active under IRS regulations, that is the minimum just to keep it active, then the support adds to it. Our fee formulas are based on a chapter providing a strong showing in membership with a goal of 100 to 150 members per chapter and a successful major event each year. Further our accountant and our Treasurer are well aware of various techniques used to lower working net, increase costs, or improperly record expenses and if suspect, will require a full audit of chapter books. The IRS requires QUWF to be the controlling factor as the Central Organization, not the other way around, and the 501(c)(3) rating requires all of us to follow specific rules to reach our common goal. Let's all play by the rules; sooner or later all comes to light. When we file our IRS 990 with your financials included, we either will be very certain of your performance or report it as non-conforming and not part of the group as we are required to do.

1. What Event to Choose?

Deciding on the one major event to develop is a major consideration of any chapter, any organization or fund raising entity. Traditionally, the Banquet has been the backbone of the events chosen because it brings all together and allows a story to be told of the necessary work of habitat and wildlife population restoration. If you don't tell that story and have goals that work to "Turn-The-Dirt", then it's just a local gathering with no real direction or purpose.

That does not mean that other venues cannot be created that meet or exceed the basic Banquet plan and the budgets you have to work with. For example, a sporting clays event followed by a banquet serves to let all enjoy a shooting experience and the banquet get together. Cowboy shoots, fun shoots, dove hunting events, field days, dog trials all can be managed to include a great day afield with a banquet that evening. **All events should have membership fees included.**

It won't make any sense to have a shooting event if you do not have a local club or lodge and many others willing to help underwrite the day and facilities big enough for a banquet to follow. This is a fund raiser for charity, not a qualifier for the NSCA or ATA so cash and large prizes are not the goal of a shoot portion, raising dollars for habitat and letting all have a great time (targets should be set easy) is. Everyone in the chapter has to think of the fundraiser as a business, if you cannot make money, good money, don't waste your time or the time of your members.

If it is a Banquet, or any event for that matter, we cannot stress enough keeping track of the costs with a budget before you get "sticker shock" and realize you spent all your money as people turn in receipts. No business model in the world can survive if you spend more than you bring in. That is why it is so critical that the event chairman make sure he has complete control over what has been spent or committed to. This becomes very important with your sponsors.

Don't barter!!! Offering a sponsorship for a hunt, sprayer or other item is gambling with your money, and most likely you will lose as items never bring full retail or even cost when you need them to. It is bad business for our type of organization. Underwriting and sponsorships are designed to bring in needed cash so do not offer incentives that greatly diminish their worth.

TIP: What is a good rule of profit? *Anything you have for auction, raffle or drawings should produce a minimum 30 to 40% profit above any cost, with a goal of 100% for donated items you have no cost in.* Calculating mark-on to ensure you make the right profit is based on the

formula cost divided by the reciprocal of the margin desired. For example if you want to make 30% profit on a \$300.00 item, divide 300 by .70, so your minimum sale price is \$428.00.

2. Location - Location - Location

The first big challenge, after the budget, but a key to any success, is where can we hold an event for what we have chosen, and then of course how much does it cost to be there. Planning for any venue calls for estimates of attendance but to survive a Banquet, you should plan on minimum of 100 people, not including chapter members. If you **pre-sell** more tickets and get upwards of 125 to 150, you are well on your way to a large banquet event just make sure your facility and servers can handle the numbers, whatever the levels.

Sporting clays normally has teams of 4, so 25 teams is your planning goal here.

Picking the site means you have decided on what type of main event, or after the main event, secondary events, you want to put on like a banquet, shooting event, or field day, for example. The budget has been developed and now you can move forward.

Therefore the location must conform to the use you want. Cost then becomes a major factor, don't spend too much on a facility that can destroy your working net. Investigate all options and have a budget work sheet ready to plug in the "possibilities" so your committee can make the final decision based on solid data. Again, don't be afraid to ask for a facilities donation or substantial reduction in cost.

TIP: If you are going to serve beer or liquor, the facility itself or a caterer will have to have a license and you may need to apply for a permit, check it out fully before signing anything. If you are not serving alcohol, churches and communities have many large multi-purpose buildings that a good donation can secure for your event. These normally have kitchen facilities, good restrooms, audio visual installed and adequate parking with easy access and for donations of a few hundred dollars to the church, you may have a winner. Be very cautious of hotels and banquet centers, the cost can spiral well beyond your needs, especially if they want the food catering and it is a meal of significant cost like \$20 or \$25 dollars which is way too high.

If you work with a shooting range, you have to estimate the number of shooters and how much the average fee will be AND always include the dollars for the chapter which should include membership, banquet food costs etc. at a slight profit. Though the Banquet will be the true source of your larger income, everything should provide profit or it is not worth the time and

effort. Holding a Banquet on site can mean erecting a large tent, as many shooting facilities do not have the necessary facilities to serve large amounts of food. Which means you may have to get a temporary "food serving permit" or at least check on whether you do.

A shooting event will require either some sort of prize structure or trophies or certificates etc. Local stores and restaurants are a great source of gift items for locals, but for those who travel in, think of other items like ammo, accessories or the like. Again, this is a fund raiser for conservation not a formal NSCA or ATA event so do not get tied down with offering large purses or guns as prizes unless it is underwritten or donated or you will not make any revenue. Keep it fun for all shooters.

Someone with shooting experience and working with ranges should captain this venue and make sure all charges and fees are written down and agreed to up front, no surprises for the budget.

Once you have chosen the venue location and set the date, make sure you apply for a liability insurance certificate from our insurance supplier (see Section 8 - Liability Insurance of this notebook). Your facility may require it or not, but it is always good to have it on hand. A call to their 800 number can get it on the way within minutes, normally faxed to you the same day.

SPECIAL NOTE: Please call or send a notification email to National with your event date and time so we can get it on the RD schedule, the web calendar and your chapter notices to help increase your attendance.

SPECIAL NOTE: Whatever venue you choose make sure you know in writing what you can and cannot do at the facility. Can you put banners up outside at the entrance, on walls, can you hang them, how fast do you need to break down, what comes with the facility like tables, chairs, dividers. Is there an audio video system with a screen and if there is, is it no charge? Do they have a liquor license etc. Ask it all now; do not be surprised later with unexpected costs.

3. Manpower Coordinator

No matter what the flavor of event chosen, someone in the chapter needs to be responsible for getting "reliable" volunteers to cover the on-site work that will need to be done before during and after. This cannot be overemphasized, everyone needs to help at one point or the other so get their schedules early and reconfirm many times before the actual event with backup bodies just in case. Make a written list for the event.

TIP: Email reminders using Outlook scheduling. It will then get it on their computer's calendar at home and it will pop up to also remind them if they select "accept" on the email they receive.

This also includes **raffle girls** and other support you might need. You should plan on at least 3, sources can be local restaurants, cheerleaders etc. Someone needs to keep an eye on them for any harassment, groping or touching which cannot be allowed, period. They should be assigned a manager for the night who will guide them through the process and cover all requirements then check them out at the conclusion.

Key chapter manpower needs;

Set-Up Banquet or Event Manning Auction Runners Clean Up

Sometimes, as an incentive for those that do show up, the chapter buys shirts, T-shirts or hats for those that work the event. If you do, ensure that this cost is included in your expenses, again you want no surprises, but this goes a long way to give them a little recognition as well. The fluorescent habitat safety vests are a great item and then can be used for multiple tasks within the chapter.

4. Choosing a Caterer

Finding good food for a good price takes work and a little leg work. Chapters run the gamut on ideas and clever solutions. One chapter had a hog farmer as a member and he donated two cooked hogs for the meat, and the ladies of the chapter did the side dishes and rolls. Another used a local BBQ caterer who brought everything at a cost of \$9.00 per head, and donated some items as well. Experience has shown your cost needs to stay \$8.00 to \$15.00 per person to be profitable. Still another had a restaurant owner as a member who supplied the meal at cost. Research and leg work need to be done to find the best deals, combinations and options for the chapter. Make sure they include the dinnerware (dinner plate, salad plate or bowl, and desert plate or bowl) utensils and napkins. Most will use plastic and that should be just fine unless you work a better deal.

Think about using the big rolls of plastic table cloths, they are cheap and can cover many tables for a minimum investment. Many like to create centerpieces that can be raffled or auction off at the end of the banquet. Plastic decoys with table numbers are a great conversation piece, or themed combinations based on the time of year. The ladies of the chapter are great at handling this.

Beverages and drink cups are normally the chapters responsibility unless you can work with a local distributor to donate soda (pop), water or ice tea etc. Don't forget to figure the costs in your budget.

TIP: You can sell a plastic Chapter Logo cup for an unending fill up of soda for \$5.00; this presumes your Banquet ticket does not include the drink. Buying soda has to be considered in the cost of your Banquet and is well accepted as an additional cost. It is now at every restaurant.

TIP: In planning how much of a beverage to have, as to cans of soda or beer, an accepted formula is 3 per person for a 3 hour event.

If you are serving beer, working with a local distributor is a Big PLUS!! He can bring in banners, beer, promotional items and really be an asset to the chapter over the long haul. *Every chapter needs to develop relationships with their local distributors.* At National, we are always developing relationships to support your Banquet needs but your personal, local, relationships can never be underestimated and will reap the largest benefit. You will need to check and see if the facility has a permit for serving beer, the caterer or the distributor and you must obtain all permits BEFORE you open the doors. Also, if you use a hall that has a bar or serving facility, they may require an agreement with them to serve your own beer. Sometimes, giving them the hard drinks and you have the beer is a good solution.

TIP: If you provide beer, *it cannot be sold by the chapter*, it is free if you attend the banquet and are of legal age, however, you should charge for an "Ever Fill" Chapter logo cup or mug, normally sold for about \$10.00. We do have VDP vendors who can supply great cups and mugs for this purpose allowing you to make good revenues.

TIP: We also suggest you invite or arrange for the local Sherriff's Department or Police to have officers on hand, it is good public exposure and says you run a safe event. And, ask the local EMT Squad if they would like to be present with an ambulance (parked in back), just as a precaution.

Got Costs – Set the Banquet Ticket Price.

Once you have the firm costs for the meal, and the facility you can set the banquet ticket costs and using the FREE template in the QUWF Tool Shed to make up your Banquet tickets.

Remember, unless you have signed up for the membership drive option prior to the banquet, a membership must be part of the ticket price. One per family is the rule.

We suggest you provide each member of the chapter a minimum of 4 tickets each to sell, mailed to them 6 to 8 weeks before the banquet date. The tickets come to them with their initials on the tickets so you can see who is supporting the overall chapter efforts. Keep track of the sales by the stubs coming in with the initials and review at each banquet planning meeting. Rattle cages if you must!. Set the goal of chapter members to attend as well, 60% is not unreasonable.

5. Floor Layout - Table and Chair Set Up:

Thinking about how to set up the square footage you have is very important as it becomes a funneling effect for the crowd from various activities and especially at check out when they are trying to pay for or pick up the items they won or bid on.

The registration area is the first key location, it should be located at the main entrance where people can easily see it and get through it quickly. If they have tickets already, a list must be prepared by the committee so a mere check off is required and a bidder number assigned with a pocket flash card issued. If not, have an area where they can fill out the banquet ticket without blocking the flow of the registration. You should have a system of a bidder numbers and opening a "tab" or "charge account" for the evening for those that want it. Some chapters will keep the credit cards until they check out, if your attendees are comfortable with that.

TIP: We recommend assigning a bidder number and handing them a pocket flash card to hold up during the bidding process, you must get a valid charge card number from them to issue a bidder number. Write down the charge card account number, the expiration date, the three digit security code, you have the name and address already . The bidder number flash card should also have a place on it for the raffle girls to write down any raffle tickets purchased and have them initial it. The raffle girls must keep a record as well with the small donation receipt book so if the individual "forgets" to check out at the end, you have a record of all his raffle charges. They simply place the receipts in the bins at the registration desk for that bidder for checkout.

NOTE: Be careful not to block the EXIT doors and signs and or restrooms.

The tables should be set up for at least three people to work the registration. This is where you would have a charge card machine and the cash box. **If the credit card machine breaks,**

don't panic, write down all the information on the card on a pad of paper, including the security code along with their name and address with phone number, and the amount charged. The chapter should get its own CC manual imprint machine, they are not expensive.

A manned membership table is also mandatory. This should be located in a key traffic flow area where you tell the story of the chapter with photos and Habitat Reports. Sign up any new guests if they did not buy a membership with their banquet ticket, which is the preferred method. The MC should mention it many times during the night. Have a list of benefits for membership either on a sign or as a handout, along with the chapter and National Talking Papers. The National Talking Paper is available in the "Tool Shed". Have the Impact Survey ready for them to fill out as well. This is where you would showcase chapter logo items like cups, shirts and hats for sale which means it needs a cash box and or a manual charge machine. If they are running a tab, make sure you mark their bid card and another record kept at the table that will be given to the "cash out" table as a cross check. You may run a separate raffle here as well for a chapter specific item.

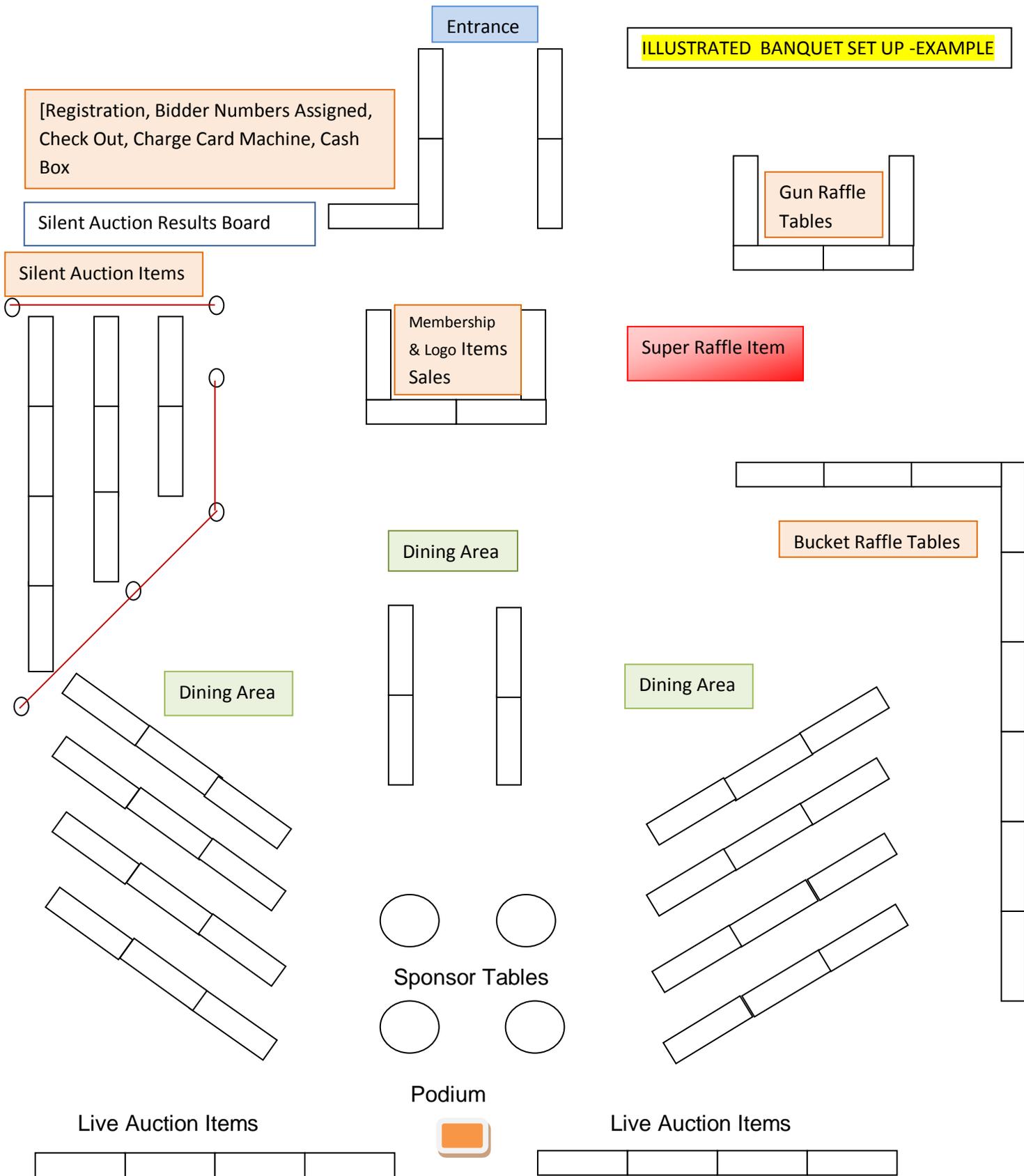
Dinner Tables: Using the standard 6 foot or 8 foot tables don't try to overcrowd a table unless you don't have enough, start with 6 per table and see how it works out. Make sure all tables are set up with clear visibility of the stage or podium where the MC and auctioneer will be. If you have sponsor tables, put them in the front center of the group, give them the recognition they deserve, this is a "no cost" benefit from you that gives them good attention. If you have round tables, use them for sponsors and set the other tables in a herring bone lay out on either side (see example lay out, next page), less people if any that have their backs to the stage or podium area. This also helps people get around rather than long lines of tables end to end. If you can have table toppers to hold table name cards, use them for the sponsors, again a little "sponsor love" that does not cost much and the stands you would keep for the chapter. These are available from restaurant supply houses and banquet supply houses and are not expensive. Get the taller version, 18" so if you have a center piece, the table name can still be seen. Inexpensive rolls of plastic table clothes work very well to add an "upscale" touch to the tables. These are available at most party supply stores and one roll should last you for a couple of events. If you are going to serve a buffet and the facility does not have a kitchen or window area, you must allow for the set up of the food serving area as well. This can use up 4 tables all by itself.

Dinner TIP: Just before you release tables for dinner, have all the military veterans stand and be recognized, and honored. Then announce the veterans and their families can be the first in line, a small token of "Thank You" from the chapter and its members.

Set Up the Silent Auction: Try to have good items on the silent auction tables, donated is best, and your items may range from 25 to 30 total. Have the tables set up, if you can, with somewhat of a controlled entrance to the area using dividers or the portable "people fencing" ribbons and stands. Each item should be divided from the next by ribbons or other markers like carpenters tape (blue) taped to the table so there is no question of what goes with what. On average you can put about 6 items on a 6 foot table. This set up allows you, at the end of the silent auction, to block off the entrance so people just don't pick things up and walk, you hand the items to them. Once they show a slip that they have paid for the items, hand the items to them. Some chapters have had signs made saying "Silent Auction Area" , dry erasable boards on table easels work super here. The "Silent Auction Results" dry erasable board should be at the cash out area.

The Silent Auction, side games and other activities should end as the dinner begins and people are seated so it does not interfere with the live auction. Raffle girls can work the tables in last minute encouragement to buy more raffle tickets.

Entertainment: Think about using a local country music singer or group to play during dinner but not loud as in obtrusive noise, good entertainment is just that. If you are going to have a Casino Section, make sure you have figured out how this makes you money and since you cannot allow gambling, it may be a huge investment but provide no real change in revenue, making it a very large drain on your funds.



TIP: Many chapters are not reading the silent auction winners from the podium (a waste of precious time) but are posting them on a large dry erasable (reusable) board at the silent auction entrance or at the cash out location. We are working with a vendor to make these boards available to all chapters soon. The board lists the item number, brief description and the winner with the bid. When the winner comes to pick up the item, after paying, it is checked off as paid and picked up. Another option, some chapters had a lap top with a projector/screen and as the winners were noted, the names were on the screen for all to see by the item number and description. They used an excel file prepared with all items listed for the information, which also keeps a copy of the revenue for the working net report, great efficiency.

Raffle / Bucket Items: A Big Draw. Raffle items can be a huge draw for the chapter event, they should be laid out for easy review on tables with buckets by each item or group of items with a separation tape or ribbon. How many to have depends on your crowd size but a good rule of thumb is a total of 40 max, again get donated items then you don't care if there are more. If you have various levels of ticket values, like blue for \$10.00 and red for \$20.00, make sure the buckets have blue cards on them with the item number, or red cards, so they know which items are which. If there is a "Super Raffle" item, it too must have a separate colored ticket and should be in a prominent display area. Again these items should be donated if at all possible. The Super Raffle Item, like a trap machine, ATV or the like, should have its own location and bucket, setting it apart. Super Raffle tickets should only be available by buying a pack of \$100.00 raffle tickets, your selling paper remember, and they get one Super Raffle ticket in the bundle. You might want to consider buying \$100 worth and getting \$150.00 worth of tickets or \$200.00 (only two of the Super Raffle tickets) with each packet.

Judge the dollar value of your raffle packs by the number of attendees. If less than 100, your largest pack may only have a value of \$50.00, where if your attendance is 125 or more, you may get a value of \$100.00 per pack. If 250 or more you may want some \$1,000 packs, yes it has worked in a big way with \$1,000 packs.

TIP: Have a description sheet describing the more valuable items, information sells any item better!!

Big TIP: *Don't forget ladies items for Silent and Raffle Items*, basket assortments work very well with manicures, pedicures, spa days, beauty salons, maybe dancing lessons for her and hubby, restaurant deals (meals for 2)!! Make sure all contents are listed on an information sheet in front of the item.

Gun raffles should be at their own table(s) or area with a person selling the raffle tickets. Don't over due this portion, and stick with guns that are popular in your area. Don't let someone's personal preference be the guide, look at what sells the best. Don't know, walk into any local gun store and tell them you are looking for a hunting gun, varmint gun etc. and what is the most popular for your area. Pistols are very popular so do not miss out on having at least one or two in your mix in the popular calibers, some now come in camo. **Have trigger locks on all guns displayed**, taken off when the rightful winner has paid and filled out the required 4473 paperwork by your FFL dealer on site. If you have pistols, try and combine it with a concealed carry instruction course, it really adds value and most instructors will donate 1 slot. Concealed Carry courses normally have a value of \$100 to \$125.00 dollars.

Special Note: Many of our VDP Gun Vendors have superb prices (better than local shops or hardware stores) with "no freight" to the chapters, ordering from them builds our support and chapter benefits, please use our VDP vendors as much as possible. Order early!!

TIP: We recommend the chapter buy a QUWF five gun display rack from our vendor, it is inexpensive and it supports one of our VDP vendors and it will last as long as you need it to.

Live Auction Items: These should be located at the front of the room with the podium and or stage; all tables should have clear visibility of the stage or podium where the auctioneer and MC will work from. All items need to have a description and be written up in the Banquet brochure or on a separate Live Auction Sheet given to each attendee. Art work, specifically framed prints, might have a light on them and be setting in a display rack, not laying down on the table, which really changes the presentation. Inexpensive art lights are available at Michael's, Lowe's and Home Depot that simply clamp on the picture frame and are battery operated.

TIP: If you feature guns in the live auction, you might get two of the 5 gun racks from our VDP vendor; they are inexpensive and serve to display the guns very well.

There are POS materials available from some of our Argentina Hunt suppliers, ask your RD or call the National office for more information. Hunt certificates are loaded on the web site for both the 2 and 4 man hunts as available, in the Tool Shed for your use when winners are determined.

Any items subject to a "reserve" bid, a bid amount you must reach to sell the item, should be indicated in the write up and mentioned again as the item its being brought up for auction. Set

the reserve amount so that the chapter makes some revenue (that profit formula again) from the item as well, otherwise, you have taken hundreds of dollars, maybe thousands, out of your working net for a trip or item that gives a nice feeling but did not help your habitat cause. Fully donated items are best.

Choice of an Auctioneer: A good auctioneer that engages the crowd, uses good clean humor and works to build bids is an exceptional asset. They are not all good at their trade so take the time to evaluate your choices and maybe visit an auction they are conducting to see how they work. Most, we have found, will donate their services but will require a meal and seating and runners. They need good information for each item, and testimonials on the big ticket items really help build up the sizzle. **Have a minimum of two bid runners** who have the Auction Item receipt books in hand that immediately get the information of the winning bid on the form and keep the carbon copy for the records. **Two others need to stand among the crown watching for and calling out bids** the auctioneer may not see or hear, this is a very important manpower planning item.

During the auction, raffle girls can double as item presenters, have them carry items like art or guns among the crowd, let them feel and touch the items and help build the anticipation of the bid. If you get two hot bidders, they need to work back and forth quickly to build the competition. Don't let them carry any heavy items or any item that would take two of them to carry.

5. Banners-Signs and Posters

Visual representation is critically important at any event you hold, fly the colors and sponsors that support you and make the chapter be larger than life with great signage, banners and posters. To start, make sure you have the American Flag present, and then your state flag beside it would be very nice. We are working on a banquet banner program for all chapters where-in you can purchase a full package of re-usable banners, signs and displays that will greatly enhance the appearance and professionalism of the chapter at great prices. By not putting dates on them, all signs and banners can be re-used, all should have the QUWF logo and the chapter name. We hope to have PDF examples in the "Tool Shed" for you to use and choose from.

TIP: Make sure the chapter has some table banner clips in 1, 1.5 and 2 inch to attach banners to most table sizes. The Lifetime tables take the larger size, 2 inch, but most of them are made to handle multiple sizes. They are not expensive and are available at most party or banquet suppliers online. Plastic will do fine but the steel ones may last a bit longer and all come with

TIP: Some chapters have added a local sponsor display table, where the local sponsors can display business cards, pamphlets or any POS they want for attendees to pick up, this is a great idea.

The Banquet Brochure: Make sure the content tells your story, not just a place to list the banquet live auction items. Tell the chapter success, activities and most of all, **ASK PEOPLE TO JOIN at the banquet!!** Make sure the Membership table is manned with all the supplies it needs. You can easily pick up 10 to 15 members. Remind them to fill out the **“Impact Survey”** and have copies on all tables, this helps build your talking paper for next year!

You can sell ads in the brochure to help with costs, most chapters who do make out very well. Assign someone to do it.

Advertising:

Once the facility has been chosen the location, you need to begin your advertising plan, all most immediately, and it should be a written plan or checklist. Section 12 will cover this in more detail but you should leave no stone unturned in getting the word out in every venue you can.

- ✓ Put flyers up at sponsor locations, have local places to buy tickets
- ✓ Write PSAs for the local newspapers, radio and TV*

FIRST ITEM: Let us know at National !! We will get it up on the web site and on the QUWF Events calendar.

*Public Service Announcements (PSA) are free and every media outlet should accept them if written correctly. TV and Radio are viable, sometimes you can pick up remnants, :15 or :30 seconds for very low cost, like \$25.00, and they will work with you to create the ad or spot. Our demographics lean towards Country Radio as a focus.

Don't over look free electronic community bulletin boards of banks, churches or your Chamber of Commerce, Rotary, etc. Make a list, and use every outlet you can.

Local Newspapers may provide some free space, ASK, it can be their donation for the event to be a sponsor. Local papers are dying on the vine so they need to build up readership, and they only can do that with items that are of interest to the community, play that card hard and have your "Impact Report" in hand everywhere you go.

Don't forget the good old flyers, putting them (with permission) up at the local restaurants, gas stations, banks feed stores will draw a lot of attention and keep checking them. Have several points of contact for additional information

When the Banquet Closes, Before You Go Home:

It cannot be overemphasized, someone needs to:

- ✓ 1. Ensure that all cash bags and cash drawers are collected, counted and inventoried
- ✓ 2. All Membership records (banquet tickets) are collected and secure to be sent to National
- ✓ 3. All Credit Card receipts are collected, totaled and reviewed for clarity and to ensure all information is readable to be sent to National
- ✓ 4. The Impact Surveys are collected to be sent to National.
- ✓ 5. Raffle Income is tallied by each raffle and commissions paid to raffle girls with a signed tally sheet for each raffle girl.
- ✓ 6. Inventory and store all chapter banners, banquet items etc. so you know what you have or must obtain for the next event.

The cleaning crew will make a clean sweep of all your records if someone does not take the responsibility to ensure they are properly accounted for.

Plan a post banquet meeting ASAP, the next morning is best, to count all revenue, account for all raffles and auction income and tally all the numbers for your reports. Review any bumps or issues that might have come up while it is fresh in your mind. **Remember, reports must be into National within 10 days.**

- ✓ **Prepare and submit the Banquet / Event Report and Checks**
- ✓ **Prepare and submit the Membership Report and List and check**
- ✓ **Plan to send out Thank You post cards** to all that attended and to the sponsors, it is very much appreciated. National will have your membership updated as soon as the membership report and fees are in from the banquet.
- ✓ If you plan on using the membership drive option for next year, notify National as soon as possible and plan your membership strategies. If you meet membership requirements, you do not have to add the membership to your ticket price next year. That can reduce ticket prices for you, if you need it. Set the date for next year's banquet within 60 days.

- ✓ **Your Input Is Important:** Have additional ideas, tips that save dollars, games or activities that work for your chapter, send them in, we will add them to the appropriate sections of this chapter notebook so all can benefit from your experience and guidance. This is a team effort always. You may have a local vendor that can provide a unique product, form, service etc. that others can use. Please let us know at National. Check with other chapters that have held events, they are very experienced and are more than willing to help you out.

Section 6 Approved by the QUWF Board of Directors - December 2010

Updates approved June 2012