



**BANQUET MANUAL
FOR
REGIONAL DIRECTORS
AND
COMMITTEE VOLUNTEERS**

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I. INTRODUCTION

The Ruffed Grouse Society (RGS) is a dynamic organization. It is dynamic because, like any organization, it experiences turnover in staff and in its volunteers. That fact, combined with the fact that, as an organization as a whole, it is growing, means there will always be a need to train both staff and volunteers. In order that such training is consistent, there is a need for a basic “training manual”. This document is intended to fill that need. However, to be successful it must be a “living” document that is constantly being updated by both RGS staff and volunteers.

There is, however, another need for a manual such as this. Good communication can help assure that we are successful in fulfilling RGS’ *Mission*:

Established in 1961, the Ruffed Grouse Society (RGS) is the one international wildlife conservation organization dedicated to promoting conditions suitable for ruffed grouse, American woodcock and related wildlife to sustain our sport hunting tradition and outdoor heritage.

The lack of it can prevent RGS from achieving its full potential. Therefore this effort at improving that communication should help us be successful – and we all know that we cannot afford to fail in achieving our *Mission*.

By improving communication within the organization, RGS will be able to spend more time focusing on that mission because we will all be on the same “page”. By having a clear understanding up-front of what is expected of a Regional Director, chapter volunteers and of RGS National, there should be fewer questions later on. It should be clear to all after reading this manual that without RGS National there would be no RGS – and without our volunteers there would be no RGS National. The Regional Directors serve as the “bridge” between the two. It is not a matter of “them versus us”, but rather a matter of “we” - for it is “we” that share a passion for the King of Game Birds and his sidekick, the timberdoodle. Let us work together to speak strongly on their behalf for, as you well know, they cannot speak for themselves.

WORKING TOGETHER TO IMPROVE OUR BANQUETS

Mike Zagata & Mark Fouts

When Sam Pursglove was RGS’ Executive Director, he, like any leader, had his admirers and his detractors. However, most would agree that his strength was his ability to run a banquet and to maximize the revenue from an event. Sam has been gone for some time now and, over the years, for a number of reasons overall banquet revenue began to drop. Much of what he taught us has either been lost or the banquet environment has changed enough so that new ideas and approaches are needed.

However, when suggestions for change to the way a banquet is run are made to a committee the response is often “What’s wrong with the way we do it” or “If it ain’t broke don’t fix it”. That is a natural reaction, but let’s approach it another way. Tiger Woods and John Force are both champions in their respective sports. Tiger, who may have the best swing in golf, is constantly looking to improve his swing. John Force, a NHRA “funny car” champion several times over, is constantly seeking to improve his car. Why do they do that – because if they don’t the competition will pass them. Change is their ally, not their enemy. The same applies to our banquets. There is nothing wrong with the way they are being run, but they can be improved upon. By constantly seeking to improve, RGS will be in a better position to fulfill its mission and to fund local and statewide projects.

How do we work together to make that happen? First, we might want to consider identifying our strengths and then using them to our advantage. One of our strengths is the local knowledge possessed by each committee. How do we put that knowledge to work for us? One way is to have the committee sit down with the *Membership Directory* for the local Chamber-of-Commerce well in advance of their banquet and identify who on the committee does business with the businesses listed in the directory. Once that is done, those committee members might approach the businesses where they do business or have contacts and invite them to become a sponsor or make a donation. Before the meeting with a potential sponsor, it would be helpful to think about what a sponsor gets in return. For example, individuals who become banquet sponsors get a print or one or more tickets to participate in the national sponsor drawing for about \$30,000 in merchandise, a shoulder patch and pin, and the chance to win a gun at the banquet. A business owner may be interested in these things, but may be more interested in how becoming a banquet sponsor will help his/her business. At many events they are recognized with placards at the banquet and a “thank you” from the podium. They are also listed in the banquet program.

Why is it so important to have sponsors? The answer is really quite revealing. Consider a banquet for 100 people who spend an average of \$85 each (actually below our average). The revenue from that event, with zero sponsors, will be \$8,500. If we take that same event and simply meet the “Rule of One-Third” where one-third of the 100 attendees are \$250 sponsors and each person still spends just \$85 the net revenue would double to about \$17,000. This would be huge for our smaller banquets who are struggling to cover their costs. **They would actually have made money before they opened the doors to the banquet.**

This same principle applies to donated merchandise. When approaching people and businesses for sponsorships you might also ask if they are willing to donate merchandise or other things that can be sold at your event. It is very easy to make money on items where we have no cost. However, there is a danger in pricing that merchandise too far below what it would sell for because doing so might create a “bargain hunter” atmosphere and actually reduce your overall net from other items.

Another way to put that local knowledge to work is to ask the committee members to network with the people in their social circle to spread the word about RGS as that could lead to new Life Sponsors. If a chapter recruits a new life sponsor, that chapter gets to keep \$2,500 for statewide projects. They can also help spread the word about the the event, and to sell banquet tickets and/or raffle tickets if you have a raffle prior to your event. Based upon years of information for thousands of banquets we have learned that **flyers and other devices don’t sell tickets – people do**. Your committee members are the key to the success of your effort to sell tickets. The flyers, posters, radio announcements and placemats serve to alert and remind people about your event, but a phone call or conversation is what sells tickets. It is important that when people are asked to serve on a committee they understand what is expected of them – and selling tickets and working at the banquet are two things that are expected.

What is the role of your Regional Director (RD) in the success of your banquet? In the new business model adopted by the Board at its Oct. 2009 meeting, the RDs will play a greater role in helping the committees have an even more successful event by helping them plan for and manage their event, find and develop volunteers, communicating with them on issues that affect them, explaining the importance of sponsors and donations and how to go about getting them,

working with headquarters staff on mailings, e-mails and merchandise and the importance of saying “thank you”.

An RD’s job is to act as a communications bridge between RGS National and your chapter and to help you succeed with your banquet and other events. They are trained to do this, and they do it about 20 times a year with banquets and numerous times with shoots and hunts. Because your RD handles several banquets a year, he or she develops an awareness of what is working and what isn’t and what merchandise is selling and what isn’t. The RDs also meet as a group to discuss those same topics. Therefore, when he or she arrives to help you they are in a position to do that. Inviting your RD to share that information with you well in advance of your meeting will help when ordering your banquet package, guns and other merchandise. He or she will help with the purchase of guns by getting you a net price from RGS National as the goal is to buy as low as you can and sell as high as you can. Doing otherwise leaves money “on the table” and that affects the success of your event. Your RD will go over your accounting form following your event and explain where you did well and where there was room for improvement and then explain how to make that improvement during your next event.

Your RD can help with the way you market or sell your merchandise at your banquet. It is very important that the “right” items be placed on the write-in auction, in raffles, number-boards and the live auction. For example, an item that costs RGS \$500 is not likely to receive the maximum return if it is placed in the write-in or silent auction. People are looking for a bargain. If you start the item at \$500 you might not even get a bid. However, if you put, for example, the item on a 64-square number board with a sign explaining that it retails for \$1,500 and then sell \$20 chances you have the potential to generate \$1,280 or net revenue of \$780. If all the chances don’t sell at the table take the item and a ticket lady and sell them on the floor while people are eating. **The results will amaze you.** If, for some reason, you still don’t sell enough tickets to cover the cost of the item take the money from the sold tickets and do a 50-50 raffle where half the money goes to the lucky ticket holder and half to your banquet.

Your RD can also help you manage the banquet by helping coax people to your silent auction, serve as your MC and/or auctioneer and meet with potential Life Sponsors or Centurion members. By expecting your RD to man the Money Table you are short-changing yourself. That is a job for one or more volunteers who can readily be trained by your RD or by another person from RGS National (see following section on “Managing the Money Table”).

What role does RGS National play in assisting the committees? That question is certainly valid, and RGS National has previously not done a good job of explaining what goes on “behind the scenes” to assist the chapters. Details are found under FIRST ORGANIZATIONAL BANQUET COMMITTEE MEETING OUTLINE - section 2. That list should help answer that question, but it is far from complete.

Historically, RGS’ basic fund-raising tool has been the banquets. Each chapter is expected to hold a fund-raising banquet and, by policy, to send the net proceeds to RGS National. When funds were available, RGS National returned a portion of those funds for local projects. However, not all banquets raise enough money to cover the full cost of holding the event. That fact, combined with the need to fund our RDs, biologists and other staff reduced the amount left for local projects. In recognition of this situation, during 2006 a program was started that enables chapters that hold a successful banquet to hold additional fund-raisers (raffles, shoots/hunts, dog-training clinics, etc.) and keep up to \$2,500 of the proceeds from each such

event for local projects (habitat enhancement, youth shoot/hunt, “Under Broken Wings”, etc.) in concert with their Regional Biologist and/or RD. For a more complete list see ADDITIONAL FUND-RAISING OPPORTUNITIES. By taking advantage of this new opportunity chapters will be able to fund local projects without impacting the programs funded by RGS National and create local enthusiasm for RGS and what it does. This should result in increased banquet attendance.

In recognition of the need to grow RGS and to provide more funding to chapters for statewide habitat projects, your Board made some history-making decisions at its October, 2009 meeting in Grand Rapids, MN. They opted to make fundamental changes in the way RGS goes about its business. To accomplish that, RGS must move beyond its reliance on banquets as its primary source of revenue and build an improved network of volunteers and supporters. With that in mind, a comprehensive new business plan was discussed and adopted at the October, 2009 Board meeting. When fully implemented, that plan will fund our mission and enable RGS to allocate revenue to the chapters for statewide habitat projects. Money for these statewide projects will be held by RGS in a Drummer Fund for each state until viable projects for funding are identified.

APPROACH: The new Business Plan must lead to an overall increase in net revenue by expanding the network of people and organizations that can be mobilized to achieve the mission of RGS – to create young forest habitat to benefit all wildlife, both hunted and non-hunted, and secure our sport-hunting tradition. The new plan will consist of:

- Continued reliance on our tremendous cadre of volunteers to help with banquets and identify potential Life Sponsors and other donors. Traditional banquets and events that are tied to a chapter or group of volunteers who expect to retain some of the banquet/event proceeds to fund projects will continue. Eligible chapters will receive a portion of the revenue their event generates – the higher the net the more they will retain – to fund statewide or *Drummer Fund* projects.

In the new model, the RDs will play a greater role in helping the committees have an even more successful event by helping them plan for and manage their event, find and develop volunteers, communicating with them on issues that affect them, explaining the importance of sponsors and donations and how to go about getting them, working with headquarters staff on mailings and e-mails and the importance of saying “thank you”.

- Develop new contacts capable of helping the Society achieve its mission. New dinners, like the New York City dinner, that are strictly fund-raising events and are not necessarily tied to a chapter will be developed.
- Increased personal commitment by the Board. “Dine with a Sportsman” dinners will be hosted by Board members at their home or other venue. Board members and RDs will work together to identify individuals to invite to attend a small dinner party with the specific purpose of raising funds for RGS.
- Increased outreach by the RDs. RDs will develop more events like the Addieville or West Branch Angler Shoot or the Pawling Mt. Hunt where individuals will be invited to enjoy the event and support RGS. This option differs from the “Dine with a Sportsman” model because it may or may not involve a meal.
- Cocktail parties or social gatherings with attendees treated to a no-pressure evening, either with or without a Board member present, complete with an educational power point presentation highlighting project accomplishments. This approach brings the

biologists and President into the picture as they are equipped to discuss the mission and the need for young forests.

- Work with government bodies and corporations to accomplish the RGS mission and generate revenue. For example, RGS is renting one of its tree-removal machines on the Wayne National Forest to remove exotic species and create early succession. RGS is now working with two large corporations to assist them with revegetation of a right-of-way and in managing their forest land-holdings to create early succession. This is a relatively new endeavor for RGS and has a significant upside for both revenue and achieving the society's mission.

For this plan to be successful, everyone involved will need to be committed to making it work. That list includes our volunteers, present and past supporters, the field and HQ staff and the Board. The RDs are a vital link in the communication that needs to take place between RGS and its volunteers. They will play a key role in explaining some of the changes, including:

- The new *Family/ Household Membership* for \$40. This membership will enable two parents and their children to attend an event and fulfill the requirement that all attendees be members. It will not, however, cover the cost of their meals. **It is very important that the person collecting the tickets at the event checks to see that the information about the members in the household is filled in (names, address, phone number, e-mail address) so that RGS can send them their RGS magazines and membership materials.**
- All *guests* of sponsors will automatically become members (no extra charge to the sponsor or guest). **It is very important that the person collecting the tickets at the event checks to see that the information about the members is filled in (names, address, phone number, e-mail address) so that RGS can send them their RGS magazines and membership materials.**
- How the amount of banquet revenue a chapter gets to keep for its statewide *Drummer Fund* from its event is determined? RGS will use a Sliding Scale formula:
 - Net Revenue = or > \$50,000: 20% of their net would go to the state *Drummer Fund*
 - Net Revenue \$20,000 up to \$49,999: 15% of their net would go to the state *Drummer Fund*
 - Net Revenue \$7,001 up to \$19,999: 10% of their net would go to the state *Drummer Fund*
 - Net Revenue <= \$7,000 (the approximate amount needed to cover RGS' costs to support a banquet): chapter receives no money for the state's *Drummer Fund*, but is eligible to receive \$2,500 by recruiting a new Life Sponsor.
- When will the money raised at a banquet for the *Drummer Fund* be spent? RGS can not afford to spend money that its not earned. Thus it will budget money for statewide or *Drummer Fund* projects in one year but not spend it until the following year. By doing that RGS will know if the banquets actually produced the money that was budgeted before spending it.
- How projects to be funded via the *Drummer Fund* will be determined? In 2007, RGS asked its biologists to establish a mechanism for evaluating projects suitable for funding. That mechanism is in place and will be used to rank projects submitted for funding.
- How will the money retained by RGS for the chapters be accounted for? Each chapter will have its own account at RGS and may, at any time, ask for an accounting of its funds.

- How will revenue from Life Sponsors recruited by a chapter be shared? A chapter will be credited \$2,500 for each Life sponsor it recruits and that money will go into their state's *Drummer Fund*.
- How can chapters continue raising money for local projects? In 2007 RGS established a mechanism for chapters to raise money for local projects by having raffles and shoots following a successful banquet. A chapter electing to do that may keep up to \$2,500 from each raffle item. Thus, if the chapter had six items in a raffle they could keep up to \$15,000 for local projects.

Full implementation of this plan over the next few years is critical to RGS' mission. The Board recognizes the chapters' desire to fund projects that are visible and lead to improved habitat for not only grouse and woodcock but for all wildlife that depend upon the early stage of forest succession. As a volunteer for RGS you are in a unique position to help us achieve our mission and thus enjoy the fruits of your labors now and, at the same time, leave something for future generations.

II. FIRST ORGANIZATIONAL BANQUET COMMITTEE MEETING OUTLINE

1. **Regional Director** - Introduce yourself and have everyone else in attendance do the same. Pass around an attendance sheet to gather names, addresses and phone numbers.
 - a. Explain the mission of the Ruffed Grouse Society and a Sportsmen's Banquet.
 - Enhance habitat for ruffed grouse, American woodcock & other forest wildlife including deer and 43 species of neo-tropical songbirds.
 - b. The purposes of having a banquet:
 - To help **raise funds** for the Society and build esprit de corps
 - More members have been added to chapters via banquets than any other type of chapter function or recruitment program
 - Increase awareness of Society in the area (via publicity for and attendance at the dinner).
 - c. To support habitat work (cover any current work of interest to those attending). The RD can use his/her PowerPoint Presentation about RGS' mission and why it is important. Have "Management Area Projects" (MAPs) cards, Trilogy folder, membership forms, banquet program cover, placemat, etc. with you.
 - d. Support biologists to carry out habitat work on a local, state and national level - most state and national work is done by paid staff while local projects tend to be done by volunteers. **Try and arrange for a biologist to be part of the second meeting.**
 - e. Support research by biologists, universities and agencies.
 - f. Support educational programs – Coverts or landowner outreach via the land-grant universities' extension program to explain why proper forest management is important for grouse, woodcock, deer and 43 species of neo-tropical songbirds. The biologists also have a nice Power Point presentation to go with the start up meeting.
 - g. Banquets help RGS increase membership which translates into political muscle.
 - h. **According to board policy and the chapter's Charter and by-laws, all banquet-generated monies must go to RGS National. That is Board Policy and thus a part of the Chapter's Charter and by-laws.** RGS National's auditor recommends this accounting method. The auditor cannot document proceeds unless they have come through the National office's bookkeeping system. RGS may return a portion of those funds for a local project(s) and will hold them in escrow for *Drummer Fund* projects.
2. **Role RGS National will play in making the dinner a success**
 - a. Provides a "banquet manual" to assist the committees by providing a "living document" explaining what is involved in putting on a banquet.
 - b. Provides you with an RD who will act as a communications bridge between RGS National and your chapter, and will help you with your event months in advance and continue their support right up thru the night of your dinner. They may come to your city a day or two prior to the event to help with the last minute details and arrangements.
 - c. Uses banquet "worksheet" to design flyers that are then printed and mailed thus announcing your event 8 weeks before the banquet to all RGS members and to non-members in the particular zip codes surrounding the banquet city. Follow-up reminders will be done via e-mail reminders.

- d. Two press releases are put out about the local banquet from RGS National, one about 4-6 weeks prior to your event and another about two weeks prior to your event.
- e. Placemats (5,000 for each banquet) for distribution to area restaurants and posters are sent out to the banquet committee about 6-8 weeks prior to the banquet to push for the local banquet. **They must be distributed** in some fashion as that is part of RGS' agreement with its Corporate Sponsors who in turn provide merchandise for your event.
- f. RGS National orders all merchandise and provides a prize package tailored to the size of your event and buys your banquet merchandise at wholesale or below and doesn't mark it up. It is either shipped to RGS National and stored in the warehouse for future shipment to your prize chairman or drop-shipped by the vendor directly to that person. Some banquet merchandise is provided either free or at a substantial discount by Corporate Sponsors thus maximizing the return.
- g. A template for a radio/TV ad is sent to each committee so they can fill in their banquet-specific information and then take it to the radio/TV station to advertise (public service ads are free) the event
- h. Provides insurance for your event
- i. Acquires the necessary licenses/permits for your event
- j. Articles about RGS appear in National magazines and this creates awareness and thus increases banquet attendance
- k. Press releases about RGS activities are released to the National media outlets. This has heightened the public's awareness of RGS.
- l. Support local programs by the local chapter to create awareness of and interest in RGS – new program that encourages chapters to have more than a banquet and then keep \$2,500 for local projects.
- m. Trilogy brochure is handed out at sportsmen's shows to explain the relationship between grouse, habitat and hunting.
- n. Handles supplies, printing, ordering, shipping/postage for banquet flyers, posters, placemats, program covers, MAPs (Management Area Projects) cards, etc.
- o. Prints and sends posters to the committee announcing your event, if requested.
- p. Attends larger sportsmen's shows and hands out RGS-related literature to help build interest in RGS
- q. Maintains a website that announces your event as well as all the things that RGS is doing
- r. Recognizes your sponsors locally and nationally on the web and in the banquet program.
- s. Handles all the organizational accounting and bill paying for merchandise, etc.
- t. Files the necessary tax forms with the state and federal government for certain states
- u. Provides the tax-exempt status (donations are tax deductible and sales tax relief)

The costs incurred by RGS National of doing the things listed above are known as "administrative costs or overhead" and are accounted for by RGS as indirect costs. It is important to recognize that they exist, because they impact the amount of money that is available after they are deducted from banquet proceeds, for fulfilling RGS' mission.

3. Organizational Steps

- a. Select chairmen that are needed for having a chapter and multiple events.
 1. Ticket Chairman / Treasurer
 2. Prize Chairman

3. Banquet Chairman / President

At this point, it is very important that the RD take the time to explain exactly what is involved in putting on an event such as a banquet and that he/she and you go over the role of each chairman. The RD should explain the role RGS National will play in the event. Now it must be made clear to the chapter what role it is expected to play. **The main responsibilities include securing a facility, selling tickets, and getting sponsors and donated items, and setting up and helping at the banquet.** The RD should then read over basic duties of each of the committee Chairs and ask for a volunteer for each position. **If you don't have that commitment up front you won't have it later on.** If at all possible try to get a 2-year commitment from each chair with the understanding that chairs will then rotate. During the second year of the event the person who will become the chair the following year should begin to assume those duties by assisting the current chair.

4. Helpful suggestions:

- a. **Rule of "One-Third"** – If you use the rule of 1/3 (one sponsor at the \$250 level or higher for every three banquet attendees) your banquet will be successful before you open the doors the night of your event. If you follow it, you would, as an example, have 50 sponsors for a banquet where there are 150 total attendees.
- b. **Chamber of Commerce Membership List.** Go out and get a copy of the membership list for your local Chamber of Commerce. Take that list to a committee meeting and go through it with the committee. Someone from your committee will likely have done business with each business on the list. Ask each member to contact those businesses they have a relationship with and your success in getting that business to be a sponsor or donate merchandise will increase. Be able to explain why you are asking for their support, what the money/donation will be used for and how they will benefit (literature with their name on it - banquet program, donor cards, etc.).
- c. **"The Big Three":** How do you get your sponsors? When you establish your committee, think about what you are going to ask the committee members to do: sell tickets, get sponsors and obtain donated merchandise. Those are the **big three**. That being the case, it makes good sense to then structure your committee to represent a cross-section of your community, i.e. small business person, auto dealer, barber, professional (doctor, dentist, lawyer, accountant, etc.), executive from large company, teacher, farmer, blue collar workers, etc.

How do you increase banquet attendance? There is no substitute for direct contact. Going to see or calling a friend or acquaintance to ask that person to buy a ticket or become a sponsor is the most effective way to grow banquet attendance. Mailing flyers, putting out placemats and posters and doing press releases and radio/TV spots mainly serve to remind people of your event, but the committee's personal contacts will be necessary to generate the greatest ticket sales.

There are a few things, however, that might provide an incremental increase in attendance. For example, holding a raffle in your community that involves the entire community before your event and then announcing the winner at the event will generally increase attendance. **Selecting a local sportsman or sportswoman as your chapter's "Ruffed Grouse Society Sportsman or Sportswoman of the Year" and making the**

presentation at your event will likely attract the recipient's friends to attend and it will generate positive free press for your event.

Explain the new program providing a free meal to women and youth 16 and under who complete "BOW" outdoor program or Hunter Education course within 12 months of the banquet if accompanied by an adult who purchases a ticket and the new "Family/Household" membership.

5. Initial Meeting - Summary:

- a. Have your Banquet Chairman read the list of assignments, which he may delegate to other committee members and select necessary volunteers to carry out those tasks.
- b. Allow each chairman to read over his duties and specific instructions. See Specific Instructions for points to cover in the preceding pages. Answer any questions.
- c. Discuss date and location of dinner.
- d. Fill in as much information on worksheet as possible. Discuss ticket pricing for member and guest tickets (members and their guests need only pay for the cost of the meal). Explain the sponsor ticket pricing and the benefits of an RGS banquet sponsor to RGS and to the actual sponsor.
- e. Discuss "VIP" guests to be invited. Appoint proper person to invite each guest (usually Banquet Chairman, but some guests may be better known to other committee members). Keep this number to a minimum, as each guest is an expense that affects your net revenue.
- f. Set date and time for next committee meeting. This date should be approximately 12-14 weeks prior to their banquet date. The banquet worksheet is due approximately 12-14 weeks prior to the banquet so drop-shipped items can be ordered, ticket chairman's materials can be shipped and your banquet announcement can be prepared and sent by RGS National to the chapter's members 8 weeks prior to the banquet.

6. Regional Director's Follow-Up Checklist (take an active versus passive role in managing the event)

- _____ Worksheet forwarded to National Headquarters. List any peculiarities in writing on the worksheet pertaining to this dinner
- _____ Check to see if FFL (Federal Firearms License) of entity that will handle the guns has been forwarded to RGS National. Will the gun dealer be present at the banquet to do the background check or are the guns going to be returned to the gun dealer for the winner to come in and pick-up at the place of business the next day?
- _____ Check on any information that may have been missing from the worksheet and inform RGS National via email by revising the worksheet on what remains to be done with these items.
- _____ Three weeks before dinner check with Banquet Chairman on the following:
 - _____ How are ticket sales going (may want to suggest that another committee meeting be held)?
 - _____ How are prize solicitations going?
 - _____ Have raffle ticket sellers and auctioneer been arranged?
 - _____ Have set-up workers been arranged?
- _____ Ten days prior to dinner check with Banquet Chairman on his Specific Instructions items "a" & "b" above (if items "c" & "d" were not taken care of last time you checked ask about them again).
- _____ One week prior to dinner check with Ticket Chairman regarding item number 1 above.
- _____ Also review the procedure for tickets to be picked up at the door. If items 3 & 4 were not taken care of last time you checked, ask about them again.

7. Ticket Chairman: – the primary jobs of the ticket chairman are to maintain ticket sale records, and, along with the rest of the committee, sell tickets and solicit sponsors and donations.

Stress to the committee that a combined ticket sale effort, obtaining banquet sponsors and donors is needed for a successful event. Explain that the most successful way to sell tickets is via personal contact with people they know. **Word of mouth and a phone call are the keys to successful ticket sales.** When it comes to sponsors and donors, try to work with businesses known by committee members. For example, have your committee get a copy of the membership directory for the local Chamber of Commerce. Use that directory at a committee meeting by going through the list of businesses and assigning members to contact those businesses they have dealt with for sponsorships and donations. Suggest two-man teams as being most effective in personal visits. Be sure to explain to the sponsors what they get in return (their name in the banquet program, announced at the podium, etc.).

Stress the importance of accurate record keeping. A head-count will have to be given to the RD 48 hours* prior to the dinner. (*Some facilities have longer or shorter times.) Tickets can be paid for via cash, check or credit card. The banquet flyers mailed from RGS will feature the cards accepted. RGS National will handle the credit card payments. Checks and cash should be deposited into the chapter's checking account established in concert with the RD. During the fall of 2007, people will be able to buy tickets on-line by going to the RGS web-site. Those ticket sales will be communicated to the ticket chairman in advance of the ticket deadline. Once the tickets are sold, the RD and ticket and banquet chairs will construct a seating chart. Make sure each ticket stub has the proper contact information filled in for the individual or family/household.

Stress the importance of having a competent, honest person or persons handling the Money Table at the dinner. The person(s) at this table may be selling banquet tickets, raffle packages, raffle tickets, and collecting auction payments and that money is often in the form of cash. It must be properly accounted for and the tickets stubs filed in.

Stress the importance of closing the checking account as soon as possible after the banquet. Official results of the dinner cannot be documented until RGS National receives all monies. There are circumstances where a balance of the banquet proceeds has to remain local to keep the local account open.

Because RGS uses money in-hand to “sweep” against its line-of-credit to reduce the interest paid, when a chapter holds money at the local level following its banquet RGS pays more interest on its line. That reduces money available for projects. Extra bookwork for RGS National is created when there are outstanding banquet accounts (which in the long run costs the Society, and thus the chapter, money that could fund local projects).

8. Ticket Chairman's Basic Responsibilities: (See list below). Some chapters elect a Treasurer and ask that person to assume many of the following responsibilities.

- a. Open checking account in concert with your RD. This may be done by the chapter Treasurer.
- b. RGS will ship you self-adhesive address labels, a local RGS membership list, donor decals and receipts, two explanatory letters, a sponsor list and committee list form. Please pass the decals and receipts along to the prize chair.

- c. You will receive placemats, both the 5000 for restaurant distribution and the quantity for your banquet (two different placemats). Divide the 5000 among the committee to disperse at local restaurants (this must be done to satisfy our Corporate Sponsor agreements) or inserted into a publication like the *Penny Saver*. Provide the banquet quantity to the RD when he/she arrives for the banquet as one placemat will be placed at each table setting (this must be done to satisfy our Corporate and Local Sponsor agreements).
- d. Make all deposits (ticket sales, raffles, etc.) and withdrawals (banquet night change, facility, meals, local expenses, RGS prize invoice, etc.) necessary for the banquet.
- e. Record all mail orders for tickets and mail out the tickets requested.
- f. Keep records of all tickets distributed to committee members and keep records of all of the tickets they've sold. Be sure to collect and record all ticket membership stubs.
- g. Keep a list of reserved tables and give to your Banquet Chairman to prepare "reserved" table signs.
- h. Keep the list of new/renewed sponsors on the form provided and give to RD when requested. It is important to clearly transfer all the details (name, complete addresses, phone, email, whether they want to be anonymous and whether they want the annual print or ticket(s) for the national sponsor drawing) from the order form to the list as this is what is used to renew/create their sponsorships.
- i. Coordinating with the RD to handle the raffle ticket and auction monies after the dinner.
- j. Obtain necessary change from the bank for use at the dinner.
- k. Work at the registration desk the night of the banquet to handle any ticket monies coming in and any tickets being picked up at the door.
- l. Be available following the dinner or the morning after the dinner to complete the final accounting.
- m. Provide a check for any remaining proceeds to the RD to forward to RGS National.

9. Ticket Chairman – Specific Instructions

You will receive a check from RGS National to use as your opening deposit in a temporary checking account (for some chapters the recipient may be the chapter's Treasurer). Open the account under the title of "The Ruffed Grouse Society/The name of Your Chapter". For example you could use: "The Ruffed Grouse Society/Greater Pittsburgh Area Chapter." Open the account with Banquet Chairman's name, your choice of chapter officers' names and RD's name also on the signature card, but require only one signature on a check up to a certain amount, e.g. \$500 is a generally agreed-upon number. You will need approximately 40 checks to cover all of the banquet expenses.

It is your responsibility to make all of the deposits into this checking account including ticket money, cash donations and any other receipts. Likewise you are responsible for paying any bills associated with the banquet.

Many of the orders for tickets (accompanied by the purchasers' checks or credit card numbers) will come in through the mail as a result of a mailing that will be made to all of the chapter members, last year's attendees and to people pulled from Cabelas' and Orvis' mailing lists. **People may be able to purchase tickets on-line by going to RGS' web-site.** Those names will be communicated to you prior to the closing date. You will then record the orders on a ticket registration form (sample attached) and mail out the tickets. Be sure to complete the membership information requested on the ticket to the best of your ability, before mailing the tickets. Labels will be provided from RGS National that can be used on the membership portion

of the stub, after confirming that the information matches the information provided on the order form. If the order is for more than one ticket, complete stubs only for the members, guests and spouses/significant others and in the appropriate box, and return these to the buyer with a note to have attendees complete the "information requested" portion of the ticket and turn it in at the banquet registration table. It is very important that this be done because it will enable RGS National to follow up with those tickets in order to service them as members.

You may receive some telephone orders. Take the order by phone and record the name and number of tickets ordered on your ticket registration form. Obtain a credit card number. Mail the tickets or put the proper number of tickets in an envelope and mark the buyer's name on the envelope and the amount of money to be collected (if no credit card was obtained). You should not count these tickets in the meal count to the facility until you receive the money in hand. It would be best to only count on the tickets that you are sure to collect from if they are unable to attend the event.

If you have received money for tickets but there isn't enough time to send them out - handle the same as you would a phone order with three exceptions:

- a. Record the money in the money column on your ticket registration form
- b. Mark "paid" on the outside of the envelope along with the name of the buyer. These envelopes can then be alphabetized by the buyers' names and it will be easy to distribute the tickets at the registration desk.
- c. Place a phone call to the buyer to let them know their tickets will be at the door.

As each person picks up his or her tickets, make sure their contact information is complete and put the money in the same envelope that you took the tickets from. These monies can then be recorded on the ticket registration form. This system saves much time and confusion at the registration table the night of the dinner.

On the ticket registration form there should be a column for recording the name of committee members who have tickets to sell. Be sure to fill this column in when distributing tickets to committee members along with the numbers on the tickets that you give them. Make sure they understand that they must record to whom the tickets were sold and return the list to you with the money for each ticket (completed Membership and Door stubs and payments will suffice). You can then record each ticket that they've sold as you would a mail order. It is best to have committee members return unsold tickets to you at least 4 days prior to the dinner. **IT IS MOST IMPORTANT** that you keep an accurate accounting of all of the tickets sold either by mail, on-line or by other committee members. Your count of ticket sales will be used by the "arrangements coordinator" to give the number of meals to be served guarantee to the banquet facility, 48 hours prior to the dinner. Inaccurate record keeping can result in a loss of dinner profit if more dinners are guaranteed than are actually sold. Likewise, much confusion and embarrassment can occur if too few dinners are guaranteed and not enough meals have been prepared to serve everyone who attends.

Make a list of reserved tables for people purchasing a table of tickets, typically 8-10 depending on the facility's tables and what is placed on the banquet flyer. Provide this list to the Banquet Chairman so that he or she can prepare table reservation signs.

Recruit an individual to coordinate and handle all of the raffle ticket sales and receipt of auction monies at the dinner (Money Table). The RD will explain everything to this person in detail the night of the dinner, using the **Money Table Procedures and Instructions** in this manual. This person should understand that he/she will be busy working with the money at the Money Table the entire evening. Have this person arrive ½ hour before you start serving cocktails.

The day before the dinner get a check cashed at the bank for use as change at the dinner. Your RD will work with you to determine the amount and denominations of change needed.
REMEMBER - BANKS ARE CLOSED ON SUNDAYS AND HOLIDAYS.

Your assistance will be needed at the registration desk the night of the dinner. Since you have handled the ticket sales and are familiar with tickets to be picked up and money to be collected, the registration will go much smoother if you are there to oversee matters. **Be sure to complete and collect all ticket stubs as all attendees will now become members.**

Your RD will arrange with you to be on hand following the dinner or the morning after the dinner to help you with the accounting. Your assistance will be needed to pay all the bills and make the final bank deposit from the banquet's fund-raising activities. Thus the ticket chairman and/or Treasurer will need to be there, with the balanced checkbook, to pay the bills and all checks for outstanding bills should, if possible, be written at this time.

Most of the proceeds from the dinner will be sent to RGS National the day after the banquet by the RD. However, some money will remain in the checking account for a time to ensure all checks are covered as well as any bills that may come in. As soon as all of the checks that you've written have cleared the bank forward any remaining money to RGS National via your RD. This should only take 2 to 4 weeks from the date of the banquet. For auditing purposes it is most important that RGS National receive all of the net proceeds from your dinner. Any monies needed by the chapter can be requested from RGS National, but they must first be recorded and documented by RGS' National Headquarters.

10. Ticket Chairman's Checklist – Following is a partial checklist that can be used by the ticket chairman to help make certain that all bases have been covered.

- ___ Checking account opened or Treasurer contacted
- ___ Recruit individuals to handle the Money Table (banquet and raffle tickets and auction monies at the dinner) and if necessary, to assist at the Registration table
- ___ Collect ticket stubs (make sure contact information is completed) with money and maintain membership, including guests and spouses/significant others and their children
- ___ Sponsor list
- ___ Keep list of reserved tables
- ___ Ticket count given to “arrangements coordinator” and RD 48 hours prior to dinner
- ___ Tickets to be picked up at the door in envelopes with buyers' names and amounts to be collected recorded on outside. All envelopes should be alphabetized.
- ___ Change for dinner attendance obtained (day before dinner)
- ___ Provide RD with Membership and Guest Lists and Ticket Stubs at the dinner
- ___ Forward any remaining proceeds to RGS via RD

11. Prize Chairman: Read over basic duties of Prize Chairman and ask for a volunteer
(Will need a UPS Street Address for Deliveries)

- a. Stress to the committee the importance of a combined effort in soliciting prizes to make the banquet successful. Solicitation in pairs to businesses you know or do business with is often the most effective way to get donations, and letter requests to some out of state companies can be effective. In your letter be sure to indicate your local shipping/ mailing addresses for donations.
- b. Stress to your committee the importance of completing donor receipts. These are used to create cards placed by the donated items at the banquet to recognize your donors to the attendees. Make an announcement from the podium pointing out the donor cards and asking if anyone happens to work in one of the stores or businesses that has donated to be sure and reference seeing their name and item at the banquet, and then thanking them publicly for their support. Asking attendees to patronize the donors and to personally thank them for their donations will help with future solicitations.
- c. Stress the importance of having complete names and addresses of donors - not only for the donor list in the program but also to send thank-you and **IRS confirmation** letters after the banquet. Let the committee members know that it is their responsibility to thank their donors. RGS National needs the contact information for the donors so letters documenting their charitable contributions can be sent thus satisfying IRS requirements.
- d. Review what is considered a “fair price” for framing (\$50-\$70 print avg.). Stress the importance that all pictures be framed. Any prints ordered from RGS National will arrive already framed.
- e. Be aware of the need for a Form 1099 for prizes with a value greater than \$600.

12. Prize Chairman’s Basic Responsibilities -

- a. Find a local gun dealer who will accept delivery of any firearms sent by National.
- b. Get a signed copy of their Federal Firearms License (FFL) and forward it to RGS National at least eight weeks ahead of your banquet. RGS National must have your dealer’s FFL on file in order to ship your banquet guns to him.
- c. Recruit others to assist in soliciting as many prizes and cash donations as possible for use in the raffles, auction and for door and table prizes.
- d. Collect and record all prizes and cash donations solicited by all committee members. Fully completed donor receipts are the best way to keep a record of the donation and donor’s name and address so this information can be sent to RGS National.
- e. Accept delivery on all merchandise shipped from RGS National and outside vendors.
- f. Furnish the Banquet Chairman with an alphabetical listing of all donors for use in printing the banquet program.
- g. Have all prizes and artwork collected and stored together at least four days prior to the banquet.

13. Prize Chairman – Specific Instructions

- a. Guns. RGS National will order rifles and shotguns for your dinner from the manufacturers or major distributors unless you can beat RGS National’s prices. In order to do this, RGS National will need a signed copy of a local gun dealer’s FFL. **Be sure that the FFL does not expire prior to the date of the dinner. It will be needed at least 8 weeks prior to your dinner date to ensure enough shipping time.** The guns will be shipped directly to the gun dealer issuing the FFL. Check with dealer on federal and state registration of guns and make appropriate arrangements to complete registrations.

Arrangements made for the “sponsors’ gun drawing”. This needs to be done in advance of the event because the committee can determine how many sponsors are needed in order to have a drawing and for what grade (cost) gun(s). For example, the committee may decide that there will be a drawing for one gun for every 10 sponsors or one gun of a higher value for every “x” number of sponsors (leave to the discretion of the RD and the Committee to do the math and come up with a selection that both offers an incentive to potential sponsors and the optimum return to RGS). This information generally goes out in the flyer eight weeks before the event so it needs to be decided well in advance.

- b. Donations. You and the other committee members should solicit as many prizes and cash donations (to pay for prizes supplied by National) as possible. A supply of “Donor Receipt” forms and Donor decals will be shipped by RGS National and should be distributed among the committee members to use when soliciting. The complete name and address of the donor should be recorded for each donation. One of the copies is given to the donor and the other copy must be returned to you. This will aid you in completing a detailed donor listing. Your copy, or a copy of it, should be provided to the RD to forward to RGS National so that donation letters enabling the donor to get a tax credit from the IRS for the contribution can be mailed.

One donor decal is to be given with the original copy of the donor receipt when a solicited prize is received. Attachment B is a list of items that have been solicited by other committees. Hopefully, it will give you and the other committee members some idea of the wide range of businesses you can approach.

Posters will also be shipped by RGS National. When soliciting donations be sure to carry some with you and ask each business if they will put one on display.

RGS National will be ordering some items for your banquet that have proven to be valuable additions to the fund-raising activities. These items will be shipped directly to you from RGS National or drop-shipped from the supplier, normally via UPS, so please furnish a daytime street address. A list of all of the items ordered will be sent to your RD for preparation of the banquet program. Please check each item as it arrives to make sure it is in good condition (no broken glass, etc.). If not, contact your RD.

Each time a prize has been solicited, update your donation list with a description of the prize, its value and record the name and address of the donor. This list will be used by the RD in preparing the banquet program.

- c. Program. The RD will be printing a program for the dinner. A list of the people or companies who have donated (both locally and nationally) should be printed in the program. It is your job to furnish the RD with a complete list of the donated items, their values and who donated them. This list will be needed the week prior to the banquet, depending on the deadline the RD has set for creating and running the program. If some donations come in too late for the donated item listing and the donor to be included in the program, the information can be announced from the podium at the dinner.

The final program will need to be taken to the local printer. One copy, enclosed in a very attractive program jacket supplied by RGS National, will be given to each person attending the dinner by placing the banquet program enclosed within the program jacket

or cover on each chair (this must be done to satisfy our Corporate sponsor agreements).. This encourages interest in the auction and advertises your donors and sponsors and RGS' Corporate Sponsors.

- d. Regional Director's Support. Your RD will be involved in helping you succeed from the start and will arrive in your city 2 or 3 days prior to the banquet. He/she will assist you in many ways as described at the beginning of this section and including providing you with a complete program listing of the prizes you have collected (i.e. listing of auction, raffle and door prizes). He/she will also help you "tag" the items so that they will be easy to distribute at the dinner. In order to do all of this in a minimum amount of time, all of the prizes (including artwork and local donations) should be collected and stored in one place by the time the RD arrives.

14. Prize Chairman's Checklist

- Federal Firearms License obtained from gun dealer and sent to National – ASAP
- Copies of Form 1099
- Services of a local framer obtained and address given to banquet chairman (if applicable)
- Prints taken to local framer (if applicable)
- Donor receipts, decals and posters and placemats distributed to committee
- Alphabetical list of donors prepared
- All prizes and artwork stored
- The names and contact information for all donors is recorded and a copy of that information is given to RD, along with the other related banquet materials, to be sent to RGS National so that the appropriate tax letters for the RGS can be sent to the donors.

15. Banquet Chairman - Overview: Read over the duties of the Banquet Chairman and ask for a volunteer.

- a. Stress the importance of obtaining all of the information on the worksheet (see the Banquet Worksheet section of this Manual). RGS National cannot do ticket printing, ordering or anything else pertaining to the banquet until it receives all of the information on the worksheet.
- b. Review the importance of having an adequate number of workers available for items “d” through “g” on **Banquet Chairman’s Basic Responsibility** – Number 16 below.
- c. Discuss recruitment of raffle ticket sellers. Get commitments from committee members if possible. Emphasize the fact that they should not wait until the last minute to obtain the services of ticket sellers. Start looking now.
- d. Stress the importance of starting on the program now. There is no need to wait.
- e. Review items “h” through “j” of the **Banquet Chairman’s Basic Responsibility** (#16).
- f. Re-enforce the fact that the success of the banquet depends on the combined efforts of the entire committee. **The three Chairmen cannot do it alone.**

16. Banquet Chairman’s Basic Responsibilities:

Some items may be delegated to other committee members. Naturally, if you choose to delegate any or all of these duties, it is still your responsibility to see that they are properly carried out.

- a. Pick a date for the banquet with your **RD** and make arrangements with a banquet facility. It is important to pick a date that will maximize your attendance. Some facilities require getting a deposit check prior to the event. You will be able to request a check from your RD who then proceeds thru the National office.
- b. Work with the RD handling your banquet to obtain all the information to complete the banquet worksheet.
- c. Oversee and coordinate the work of the Ticket and Prize Chairman and act as liaison with your RGS RD. (Ticket and Prize Chairman checklists included for your use in coordinating their activity).
- d. Recruit individuals (either from the banquet committee or the membership at large) to help set up the prize displays the day of the dinner. You will need at least four workers.
- e. Recruit individuals to pass out prizes at the dinner.
- f. Recruit individuals to oversee awarding of auction prizes at the dinner (examine receipts at the close of dinner before buyers take their items).
- g. Recruit individuals to work at the registration desk at the dinner.
- g. Recruit raffle ticket sellers for the night of the dinner
- h. Handle publicity for the dinner.
- i. If necessary, obtain the services of an auctioneer well in advance of your banquet.

17. Banquet Chairman – Specific Instructions

- a. In this manual is an example of a banquet worksheet. You and the RD working on your banquet must complete a banquet worksheet. Without this information the RGS’ National Headquarters cannot do its part in making your banquet a success. This information is needed to print dinner tickets, send mailings to the chapter members and order guns and merchandise for your dinner. Please see specific chairman instructions for more details.

- b. It is your responsibility to ensure that the Prize and Ticket Chairman are making satisfactory progress. Periodically check the status of prize solicitations and ticket sales. Make sure that the Prize Chairman is keeping an accurate record of each prize he/she has received. Also check to see if the Ticket Chairman is keeping an accurate record of all ticket sales. If prize solicitations and ticket sales seem slow, you may want to call a meeting of the committee and try to motivate the committee members to personally sell more tickets via phone or personal contacts and solicit additional prizes.
- c. At least four individuals will be needed to help set up the prize displays the day of the dinner. They should be available starting at 8:00 AM the day of the dinner or the night before if the facility will allow access. Time will be allotted for changing of clothes for the dinner, etc. Your RD will be there to help the committee with the set-up and offer his/her advice concerning the arrangement of tables, displays, etc.
- d. Several people will be needed to distribute prizes and show each auction item around the room as it comes up for bid. If your banquet is large (250 people or more) you may want to take digital photos of the auction items and project them onto a screen so that everyone can see them as they come up for bid.
- e. Throughout the evening, but especially at the end of the evening, auction buyers, both silent and live, will be paying for their purchases and picking them up at the Money Table. Two individuals, one per auction, will be needed to examine the buyers' receipts (receipts provided by the RD) and make sure they receive the proper items and that no items are taken without payment.
- f. Since the Ticket Chairman is familiar with tickets to be picked up at the door he/she should work at the Registration Table throughout the cocktail "hour". You will also need one additional person working at the registration desk for each 100 people attending the dinner. This is to ensure everyone gets the door prize stub from their dinner ticket into the "door prize bowl," completes their membership stub and places it in the "membership stub bowl". If you are short of individuals to work at the desk, registration may be slowed, creating frustration among dinner attendees.

Note: The individuals needed in items "c" through "f" may all be the same people. However, if too much work is given to too few people, no one will enjoy themselves. It is much more pleasant for all involved if the work can be divided among an adequate number of people.

- g. Banquet Accounting: Either after the banquet or the following morning, the RD and the Committee will meet to go over the accounting for the banquet. If the meeting occurs the following morning, it is critical that there be a "chain of custody" for the money. This is usually accomplished by having a keyed bank deposit bag. The money is placed in the bag and then the bag is locked. One person, either the RD or a designated committee member, takes the bag and the other takes the key. This is done to protect both parties.

Completing the banquet accounting is a very important process as the outcome will result in a determination of the net proceeds credited to the chapter's banquet. A form documenting those proceeds will be sent to RGS National and the cash will be deposited in the chapter's account for use in paying any outstanding bills. Once that is done the

balance (minus the amount needed to keep the account open) will be sent to RGS National.

- h. Arrangements: The date of the dinner will probably be determined by three criteria:
- 1) Consensus of committee members' opinions
 - 2) Dates that your RD will be available
 - 3) Date the banquet facility is available. If you have not inquired about available dates with a banquet facility prior to your first meeting, it's best to pick two dates so that the individual making the arrangements will have an alternate choice of dates should the desired facility not be able to accommodate your first choice.

You, as arrangements coordinator, are responsible for giving the facility the final guarantee (approximately 5 less than tickets sold) after consulting the ticket chairman and RD.

- i. Choosing a facility: When choosing a facility please take the following into consideration:
- 1) Look for a location that would be able to handle an area for dinner, raffles, prizes and displays. It is best to have all of your events in one room. But if you can not have one main room make sure that your Live Auction, WI-Auction (Silent) and any other card raffles are located where people will be sitting down having dinner, make sure there is ample space for display tables, bars and sufficient tables to seat expected attendance, with room for banquet participants to move around and view prizes.
 - 2) Cocktail-display area available starting at 8:00 AM the day of the dinner or the night before, if possible. This is **MOST CRITICAL** as it takes several hours to properly set up and display prizes. It is best to get in the day or night before for ease of set up
 - 3) Dinner tables must be setup and clothed by noon the day of the banquet to allow for distribution of materials
 - 4) There should be one bar per hundred attendees during the cocktail hour and at least one bar should be kept open until close of the banquet. A cash bar is best.
 - 5) An adequate sound system and acoustics, including microphone availability, in both cocktail and dinner areas is important

- j. Menu: One of the steps the committee must take is to choose a menu for their banquet. Consideration should be given to cost of dinner, including tax and gratuity. This information will be important in determining the price of your dinner ticket. Try to pick a menu that will leave a "good taste" in the mouths of your attendees, but please don't be extravagant – remember, the goal is to raise money to help RGS fulfill its mission on behalf of grouse and woodcock. RGS has already made an investment in the success of your banquet.

- k. Attendance: Set and agree upon an attendance goal. It is important to determine the number of dinner tickets you expect to sell so that you may take this into consideration when choosing the facility that will serve as "host" for your banquet. Overcrowding can

spoil the evening for everyone, and a room that is too large for the crowd will not serve to create the atmosphere of excitement you are seeking.

- l. Tables for registration and display: Display and registration tables need to be arranged. Make sure facility has an adequate number of tables for display purposes. A minimum of 12 eight-foot tables (or equivalent) is usually needed. They should be covered with tablecloths and, in some instances, banners featuring RGS National and/or its Corporate Sponsors may be draped over the front of some of them.
- m. Lighting: Adequate lighting is important. RGS banquets generally have much framed artwork, engraved guns, bronzes and other attractive merchandise. Poor lighting can greatly reduce the price these items bring at auction.
- n. Parking: Adequate parking must be provided.
- o. Raffle ticket sellers: Raffle ticket sellers will be needed at the dinner. Experience has taught us that the best sellers are personable women, who are not shy. You will need at least four sellers for the first 100 people attending and three sellers for each additional 100 people (if RGS National has a special raffle going on, there should be one extra person assigned to that raffle). You and the other committee members may have to pool your resources to obtain the services of raffle ticket sellers. Whenever possible it is desirable to recruit unpaid volunteers (maximizing the profit of your dinner). However, if volunteers cannot be found, you may consider paying women to sell tickets. Note that in some states this is illegal. Most often they are offered \$50 for the night, but in situations where you hire an outside agency, they may require a percentage of the raffle ticket sales. They are also provided a free meal. You will want to require the ticket sellers to stay and help pass out prizes and help with the auction. Have them arrive at least ½ hour before the cocktail hour.
 - A. Following are suggested recruiting possibilities:
 - 1) Friends and relatives of committee members.
 - 2) Real estate sales women (they are usually excellent raffle ticket sellers since they are in the business of selling and are not usually shy).
 - 3) Students from a local secretarial school, modeling school or college. (These girls often welcome a chance to make some extra money).
 - 4) Secretaries from a business supporting your dinner. Often a bank that buys a table of tickets or a large business of any type that has a large secretarial staff will be able to recruit women for you.
 - 5) Flight attendants
- p. Program printing: Your RD will handle the program printing but will need assistance in finding a local printer that will possibly donate the printing or provide it at a reduced cost (they can write it off as a charitable contribution).
- q. Individuals will need to be available the day of the dinner to stuff the banquet programs into the banquet program covers or jackets shipped from RGS National along with the prize package.

- r. **Publicity:** Whenever possible it is helpful to have someone handle publicity for the dinner. This person is responsible for working with RGS National's publicist to make certain that the press releases get to all local newspapers. Sometimes an interview or Public Service Announcement (PSA) can be arranged with a local paper or TV/radio station and an article done on the Society and the banquet. It is often helpful to invite the outdoor writer of your largest local newspaper, as a guest, to the dinner. This will usually result in an attractive write-up on the dinner and create interest in future banquets. The Society's publicist will gladly assist you in preparing press releases for your banquet. RGS National has also provided a template for a radio or TV spot featuring your banquet. Ask your RD to help you fill in the blanks so you can take it to your local radio or TV station.

- s. **Auctioneer:** If one is needed, someone must be in charge of retaining the services of an auctioneer. The auctioneer, if possible, should be a volunteer. Usually you can find a local auctioneer who is interested in wildlife and is willing to donate his/her services. If at all possible, find one who is familiar with wildlife art. Since wildlife art is usually the major component of the auction you will realize greater proceeds if your auctioneer is familiar with what he/she is selling. In any case, the auctioneer should arrive at the start of the cocktail-session, if not sooner, so that the RD has time to discuss the items that will be auctioned and familiarize him/her with RGS auction procedures. If the auction merchandise is going to be photographed and viewed on a screen, the auctioneer needs to be familiar with that process. Offer him/her a free dinner.

18. Additional items that the Banquet Chairman is responsible for:

- a. Calling a wrap-up meeting after the banquet – this meeting should include: a victory celebration, review of accounting from the dinner (i.e. how much was sold in raffle tickets, what brought the most money at auction, etc.), and how can the dinner do even better next year.
- b. You should consider choosing the following:
 - 2) Date and place for next year's dinner.
 - 3) Next year's Banquet Chairman. If the date and place are chosen, then the new Banquet Chairman should call the establishment and reserve the date immediately. Remember to check the calendar for holidays or other events that could affect your banquet.
 - 4) The new chairman should also consider setting a date for the first meeting for next year's dinner (approximately 4 months prior to dinner). Committee members can then recruit additional committee members to help with the next dinner.

19. Banquet Chairman's Checklist

- Worksheet completed and forwarded to RD
- Arrangements made with banquet facility
- Publicity handled for the dinner
- Services of an auctioneer obtained
- Raffle ticket sellers recruited
- Individuals recruited to work on set-up the day of the dinner
- Individuals recruited to pass out prizes at the dinner
- Individuals recruited to oversee awarding of auction prizes at dinner
- Wrap-up meeting (after banquet) planned

For ease in following up with your chairs:

10. Ticket Chairman's Checklist – Following is a partial checklist that can be used by the ticket chairman to help make certain that all bases have been covered.

- Checking account opened or Treasurer contacted
- Recruit individual(s) to handle Money Table (banquet and raffle tickets and auction monies at the dinner) and if necessary to assist you at the Registration table.
- Collect ticket stubs with money and maintain membership, guest and sponsor lists
- Keep list of reserved tables
- Ticket count given to “arrangements coordinator” and RD 48 hours prior to dinner
- Tickets to be picked up at the door in envelopes with buyers' names and amounts to be collected recorded on outside. All envelopes should be alphabetized.
- Change for dinner attendance obtained (day before dinner)
- Provide RD with Membership and Guest Lists and Ticket Stubs at the dinner
- Forward any remaining proceeds to RGS via RD

14. Prize Chairman's Checklist

- Federal Firearms License obtained from gun dealer and sent to National – ASAP
- Copies of Form 1099
- Services of a local framer obtained and address given to banquet chairman (if applicable)
- Prints taken to local framer (if applicable)
- Donor receipts, decals and posters and placemats distributed to committee
- Alphabetical list of donors prepared
- All prizes and artwork stored
- The names and contact information for all donors is recorded and a copy of that information is given to RD, along with the other related banquet materials, to be sent to RGS National so that the appropriate tax letters for the RGS can be sent to the donors.

III. BANQUET WORKSHEET - SPECIFIC POINTS TO COVER

----- 2010 -----

**RUFFED GROUSE SOCIETY BANQUET WORKSHEET
INFORMATION MUST BE PRINTED (Revised Nov. 2009)**

REGIONAL DIRECTOR: _____

DATE SENT: _____ **E-MAILED() / FAXED()**

1. CHAPTER LOCATION - CITY NAME:

**2. YEAR & CHAPTER NAME OF EVENT (I.E. 2ND ANNUAL
DRUMMING LOG CHAPTER BANQUET):**

3. DAY, DATE & YEAR OF BANQUET:

4. NAME, ADDRESS & PHONE NUMBER OF FACILITY:

5. IF NEEDED, SIMPLE DIRECTIONS OF LOCATION:

6. ATTENDANCE GOAL: _____ TABLE SEATS (# at table):

COCKTAILS & RAFFLES (time):

DINNER (time):

7. PRICE OF TICKET CALCULATION: **COST = \$_____**
MEAL COST (includes, room charge, tax, table prize, etc.):

**(WE WILL BE INCLUDING MEMBERSHIPS AT ALL OF OUR BANQUETS,
SHOOTS, EVENTS, ETC.) **MEMBERSHIP COST = \$25.00****

___ Individual Membership & Dinner Ticket @ \$____.____

Or

___ Family Membership @ \$40.00 _____

(Includes A Membership For Each Household Member & 1 Magazine Per Household)

___ # Individual Meal Tickets x \$40.00 each = _____

(Meal Ticket Required For Each Attending Household Member)

___ Early Bird Bonus Raffle Ticket Package @ \$100.00 ea. _____

___ Model 21 "Baby Frame" 28 Gauge Raffle @ \$100.00 ea. _____

8. SPONSOR PACKAGE INCLUDES (BE SPECIFIC):

___ **Banquet Sponsor @ \$275.00** _____

2 Membership/Dinner Tickets, 1 Sponsor Gun Drawing Chance And
A Choice Of Option 1 Or 1 Ticket For Option 2

___ **Conservation Sponsor @ \$500.00** _____

4 Membership/Dinner Tickets, 2 Sponsor Gun Drawing Chances, And
A Choice Of Option 1 Or 2 Tickets For Option 2

___ **Sustaining Sponsor @ \$1,000.00** _____

8 Membership/Dinner Tickets, 4 Sponsor Gun Drawing Chances, And
A Choice Of Option 1 Or 4 Tickets For Option 2

___ **Non-Attending Sponsor Membership @ \$250.00** _____

******FOR EVERY _____ SPONSORS WE WILL GIVE
AWAY A FINE GRADE SHOTGUN *******

**9. SPONSOR CONTRIBUTIONS RECEIVED BY _____ WILL BE LISTED IN
BANQUET PROGRAM**

**10. BANQUET CHAIRMAN: (INCLUDE STREET ADDRESS FOR UPS
SHIPMENTS & DAY PHONE NUMBER):**

**11. PRIZE CHAIRMAN: (INCLUDE STREET ADDRESS FOR UPS SHIPMENT & DAY
PHONE NUMBER):**

**12. TICKET CHAIRMAN: (INCLUDE STREET ADDRESS FOR UPS SHIPMENTS &
DAY PHONE NUMBER & E-MAIL ADDRESS)**

TICKET CHAIRMAN PACKAGE:

**** Items Listed below sent on receipt of worksheet**

- () ORDER & SEND _____ DINNER TICKETS
- () PRE-DINNER RAFFLE TICKETS
- () PRINT & SEND LOCAL COVER LETTER-- WILL SEND TO HQ ??
- () PRINT & SEND TICKET/SPONSOR FLYERS
- () COMMITTEE WILL DO MAILING
- () SEND ___ EXTRA BANQUET FLYERS
- () SEND ___ POSTERS
- () SEND ___ DONOR DECALS & RECEIPTS
- () SEND RGS ENVELOPES # _____
- () SEND CURRENT MEMBERSHIP LIST & OMC'S
- () SEND CURRENT MEMBERSHIP LIST & OMC'S TO RD
- () SET OF LABELS (Two Small Sets)
- () PLACEMATS

GUN DEALER: (SHIPPING ADDRESS & PHONE NUMBER WILL BE TAKEN FROM FFL):

FFL SENT TO NATIONAL OFFICE: (SEND CURRENT FFL WITH WORKSHEET):

13. () RGS NATIONAL OFFICE TO PROVIDE FRAMING

14. AUCTIONEER(s):

15. CHECK THE ITEMS YOU WISH NATIONAL TO TAKE CARE OF:

- () LIST OF ADDITIONAL CHAPTER OR ZIP CODE REGIONS TO RECEIVE BANQUET MAILING:
- () CASH ADVANCE \$ _____ REQUISITION FORM E-MAIL TO RUDY
- () EARLY BIRD DOOR PRIZE:
- () EARLY BIRD DOOR PRIZE CUT-OFF DATE:
- () PRE DINNER RAFFLE CUT OFF DATE: _____
- RAFFLE DESCRIPTION:

16. GUN INFORMATION:

GUNS TO BE PURCHASED LOCALLY

NATIONAL TO PROVIDE GUNS

TOTAL GUNS NEEDED: _____

**17. SEND APPROPRIATE STATE RAFFLE LICENSE APPLICATION
SUBMITTED:**

18. NOTES/COMMENTS FOR MAILING/FLYER:

19. NOTES/COMMENTS FOR PRIZE PACKAGE:

SEND _____ RAFFLE INCENTIVE PRIZES

SEND _____ TABLE PRIZES

SEND _____ SPONSOR GIFTS

SEND _____ FUR COAT/JACKET

ADDITIONAL NOTES/COMMENTS:

**20. PLACEMAT INFORMATION – IF YOU WANT SOMEONES NAME, PHONE
NUMBER,**

EMAIL, ETC.ON THE PLACEMAT – COMMITTEES DECIDE

**A. CHAPTER NAME AND CITY LOCATION
(SAMPLE = CRAZY FLIGHT CHAPTER, ELY MN)**

IV. AN OVER-VIEW OF HOW ALL THE PIECES FIT TOGETHER

1. Preliminary Operations - Arrangements

Hotels, motels, banquet halls, etc. normally schedule the use of their banquet facilities months (and sometimes even years) ahead of time. Thus the longer any group waits in scheduling a function, the less apt they are to get their preferred facility or date(s). Therefore, one of the first priorities in having a successful dinner is to finalize the date with the chosen establishment. Our past practice has been to wait in choosing a facility until the banquet committee has been organized and has met. In many cases, this has occurred only 2-3 months prior to the preferred date for the dinner and has often resulted in numerous scheduling problems. In some cases, committees have been unable to get the preferred establishment as a result. Even for repeat dinners where we expected to utilize the same establishment, committees have often delayed in finalizing arrangements until just a couple of months prior to the “expected” date of the dinner.

Delays in finalizing the date of the dinner and in finalizing reservations with an establishment also delay the printing of banquet tickets and flyers that are sent out to potential attendees announcing the banquet, as well as reducing the chances of getting a preferred date. It is the responsibility of the RD, working in concert with the banquet chairman, to see that a date is established and a facility reserved well in advance, and that this information is conveyed to RGS National. Repeat dinners can often be planned for around the same time the next year and in the same establishment unless problems were encountered or there is reason to believe that a bigger establishment is needed for the “next” affair. Some facilities need a deposit and that can be requested through the RD who then requests the deposit money from RGS National.

The RD should attempt to finalize the date and confirm the reservations with an establishment at least 6 months prior to probable time of the banquet. It would be even more advantageous to finalize these details soon after the completion of the current dinner. Note: When the RD is making a visit to an area where a banquet is held on an annual basis, extra time can often be taken to meet with the individual committee members to finalize these details although the trip was made for other purposes.

Naturally, the RD will want to involve as many committee members as possible in the decision-making process, but the RD can meet with the catering manager or other representative of the establishment and obtain information on potential open dates; discuss correction of any problems encountered during the previous affair; obtain menus, and acquire any other information that may assist the committee in finalizing arrangements. The RD must exercise even greater initiative in finalizing these details with regard to first-time dinners, especially if any delays in getting the facility to hold a date for the dinner are envisioned. Always try to have help with the committee on suggestions as to possible establishments in the area. For any establishment to be considered for an RGS banquet, several criteria must be met. These include the following:

- Separate areas for cocktails-prize displays and dining. The cocktail-display area must be large enough for at least 12 eight-foot display tables, several bars, and plenty of room for banquet attendees to stand and move around, while the dining area must be able to seat an equal number and also have room for a podium and microphone for the MC. **Note:** *The ideal situation is to have one large rectangular room for the cocktail/display area.*

- The cocktail-display area must be available for set-up well in advance of the starting time for the dinner (8:00 AM the morning of the dinner or the night before if at all possible). **Note:** *This factor is critical to the success of a dinner and should be agreed to in writing by the establishment.*
- At least one bar and bartender will be available throughout the evening (until the evening is completed). In the case of larger dinners, having two is necessary and also will increase sales for the establishment.
- A good sound system and acoustics are very important. Always check to see if one has to be rented and then negotiate with facility if you have to bring one in.

Finally, in discussing arrangements with an establishment, the RD should also mention the need for several 8-foot tables for registration (usually two) outside the cocktail-display entrance and the need for a separate microphone in the cocktail/display area (if separated from the dining area) for announcements on the raffle ticket sales and the write-in auction. Also obtain a deadline for giving the establishment the required guarantee (usually 48 hours prior to the dinner).

Other less critical criteria to be considered include the following (while important, an establishment should not be ruled out solely because these cannot be met; however, the lack of meeting any or all might offset the success of a dinner):

- Good, central location with easy access from all directions
- Ample parking

2. Preliminary Operations – Prizes

A number of prize items are ordered for a banquet committee directly from drop-ship suppliers in addition to the items supplied by RGS National from its warehouse. Suppliers of these items require as much advance notice as possible (at least 6-8 weeks minimum). Some gun suppliers also require a minimum of 8 weeks.

It is important, therefore, that decisions as to what shotguns will be made available at the dinner be resolved well in advance of the dinner, especially if you are planning to have shotguns supplied by RGS National as opposed to getting them from a local gun dealer. Each established banquet has a gun budget. A new banquet's budget will have to be determined by the RD, using their experience from previous banquets.

For gun manufacturers/distributors to abide by Federal laws, they can only ship firearms to a registered firearms dealer. In addition, as a Federal Firearms Licensee, RGS National can only ship a gun to a dealer if the dealer has sent them a signed copy of an up-to-date Federal Firearms License (FFL). A Faxed copy of the dealer's signature is valid. **The FFL should accompany the worksheet.**

In most cases, the dealers who assisted with previous dinners can be expected to assist with repeat dinners. So the RD should keep his/her files with regard to gun dealers for each dinner who will take delivery of guns for the committee.

As it does with shotguns, RGS National places orders with suppliers of other merchandise for drop-shipment. In ordering merchandise for the dinners, the RGS National staff must be able to

forward to the suppliers the name and shipping address of a Prize Chairman for each dinner. It is the responsibility of the RD to have a Prize Chairman designated and his/her address provided at the time the worksheet is completed.

Please remember, any delay in arranging for a Prize Chairman to take delivery on prize items ordered from RGS National could jeopardize delivery of merchandise for a particular dinner.

One of the items for fund-raising at RGS dinners is framed wildlife art. Framed art is sent to every dinner. The reason we have RGS National do the framing of a print is to reduce the cost of the framing. It is very hard for a local business to compete with the cost RGS National has procured.

The use of “number boards” for selling certain merchandise can increase your net revenue. A “number board” consists of a poster that has a title and a number of squares, say 64. If an item costs RGS National \$100 it might bring \$150 via the write-in auction. If, however, we use a number board to sell it, the net could be much larger. For example, if we use the 64-square board and each square is sold for a \$10 chance to win the item, then the board would generate \$640 dollars or \$490 more net revenue.

3. Preliminary Operations – Printing

The following items are printed in conjunction with every dinner:

- dinner tickets
- outside raffle tickets (if applicable)
- banquet flyers
- posters announcing your event
- 5,000 placemats announcing your event to take to local restaurants
- a different placemat for use at each place-setting for your event
- program covers or “jackets” for your banquet program
- banquet program/prize listing for each attendee

For the vast majority of dinners, RGS National handles the printing of the dinner tickets, outside raffle tickets, placemats, posters and flyers. For most dinners the prize listings / program are done by the RD and printed locally just prior to the banquet. Existing chapters and new chapters are encouraged to have outside raffle tickets printed up locally. This helps with the time factor and some time the cost of the ticket and shipping cost. Ask the printer to donate the tickets for placing his “business card” on the ticket back.

It is the responsibility of the RD to compile the worksheet information, needed to have the printed items handled by RGS National in time for your event. This information must be on hand no less than 12 weeks prior to the date of the dinner.

This time is needed to get dinner tickets, outside raffle tickets (if applicable) and pre-printed materials (i.e. posters, placemats, donor receipts, donor decals, etc.) in the hands of committee members no later than 8 weeks prior to the date of the dinner, as well as to have flyers in the mail to members at approximately the same time.

To meet these deadlines, it might be necessary for the RD to obtain the needed information prior to a full committee meeting. In these cases, he/she can work with individual committee members or a previous banquet chairman to obtain the needed information.

When the printing of dinner tickets or outside raffle tickets (if applicable) is to be done locally (only rarely do local committees prepare their own flyers and mail them out), it may be necessary in some instances for the RD to actually arrange for a local printer and take samples of the items to be printed to the printer. However, even in these cases, normal RGS National deadlines apply so that the pre-printed materials may be available to the committees at least 8 weeks prior to the date of the dinner.

RGS National has standardized formats for dinner tickets, outside raffle tickets, flyers, posters, placemats and other pre-printed materials. The RD should become familiar with these and examine them closely for obtaining the necessary information needed prior to printing.

Banquet programs are usually done locally once the RD has compiled all of the necessary information. This is normally not completed until just prior to a dinner and is usually taken to a local printing facility.

4. Banquet Day Operations

Arrangements may have been made to enable you to have access to the facility the evening before banquet day. Doing this gives everyone the best opportunity to be involved. If that is the case, then the committee should be prepared to meet at the place where the merchandise has been stored to load everything into vehicles and transport it to the facility. If this is being done on a weeknight then everyone's schedules are going to need to be coordinated as your committee may consist of some people that have to work and others that don't. Make it known to your committee that everyone doesn't have to be available for everything that is being done. For example, someone may not be able to meet to help transport the prizes but can be available to meet at the facility later that evening to help unpack the boxes and set-up.

Once everything has been loaded in the vehicles and transported to the facility, it will need to be unloaded into the banquet room. If you don't have access to the banquet room the night before the banquet then ask the facility about the possibility of a separate locked storage area to keep things in until the morning of banquet day. This will enable quick access to the merchandise on banquet day and eliminate the whole transportation process from where the merchandise is being stored to the facility. This will also eliminate any complications in getting the merchandise to the facility if your banquet is on a weekday and the prize chairman has to work the day of the banquet or the banquet is on a weekday and the majority of your committee has to work on banquet day thereby leaving very little help in the transportation process.

Once the merchandise has been unloaded into the banquet room it will need to be unpacked. No boxes should be placed on the banquet display tables at this point in time as they will probably be dirty. Find a central location to place all the boxes where everyone will have easy access to opening them. Keep in mind when unpacking the boxes that there are going to be items that people are going to want to pack up before they take them home. Always determine what boxes and wrapping to keep by asking yourself the question, "Would I want to have the box/wrapping for this item if I won it or bought it?" If your answer is yes, then you are going to want to keep

the box with the item until it is placed in its proper place. Once things have been unpacked, they should be laid on the floor with their box, not on the tables, where they can be easily identified for placement into the appropriate auction or raffle. Once the item has been placed then the box and wrapping can be put underneath the table where the item is being displayed.

When unpacking the merchandise, try and be as careful as possible; there is going to be a lot of packing material in the boxes, including Styrofoam “peanuts,” that could make a big mess. The more organized you are in unpacking the boxes the less clean-up that will need to be done once everything is unpacked. Also keep in mind recycling restrictions of the facility as they are going to be the ones removing the boxes and packing from the banquet room, unless they have you do it. Try as you are unpacking to separate the recyclable and non-recyclable materials and have separate larger boxes or garbage bags to collect these materials. Once boxes have been emptied and you have determined which are not going to be kept, they be sliced apart and flattened down for easier disposal. The day of the banquet ask the facility to run the sweeper one last time before the doors open.

At this point in time the display tables should be set around the perimeter of the room and be draped with tablecloths and possibly skirted. This may have already been done prior to your arrival with the merchandise. Be sure to let the facility know that if they are going to skirt the tables before you are done arranging the room they need to be skirted individually in case some tables need to be moved.

While the committee is unpacking the boxes and displaying the merchandise on the floor for distribution, the RD is laying out the room. In laying out the banquet room you will always want to consider the flow of people throughout the room. Obviously the perfect scenario for a banquet room is a rectangular room with no obstructions such as pillars. By grouping tables together that are for the same raffle or putting space in between tables that are for different raffles, it will help your attendees to identify what goes with what and help with the overall flow of traffic. It is always good to keep your biggest area of wall space available for your write-in auction, as each item will have a card with it on which attendees record their bid for that particular item.

In setting up the layout of the room, carry with you a banquet program that you can use to crosscheck all of your raffles and be sure that you have enough tables to display everything needing to be displayed. Once you have the room arranged in a fashion that allows for easy flow and the display of all of your auction and raffle items you can begin placing easels and plastic display signs in each area to designate what raffle or auction is taking place in that area. The RD will provide the plastic or other raffle and auction signs that will provide the name of the raffle (i.e. Sportsman’s Raffle) and the color and pricing of the tickets.

Directly in front of you, as you enter the room is typically where you place the podium. The podium should be on some type of stage/riser in an effort to have your master of ceremonies and auctioneer elevated above the crowd as your dinner tables will be in the middle of the room in front of the stage. There should be tables along the front and sides of the stage or along the walls on both sides of the stage (depending on the size of the room) to be used to display your live auction items. On the opposite side of the room from the silent or write-in auction will be your raffle area. The number of tables needed in this area will depend on how many raffles you are having. Individual tables for things like grand door prizes and the sponsor gun drawing can be placed randomly throughout the room on open wall space, keeping in mind that they should not interfere with the flow of any other raffles or auctions.

The positioning of your Money Table is very important. Typically this table should be close to the main entrance of the room, but still inside the room. As will be explained later, this table receives a lot of activity throughout the night and needs to be in a place where it can be easily noticed and accessed. This table should consist of 2 or 3 tables put together in the shape of an “L” if there is room so that a person or persons can work behind it.

Once the easels are up and the signs are displayed the committee can begin placing the items in their designated areas. The easiest way for the prizes to be distributed is for the RD to distribute to each committee member a complete copy of the banquet program, keeping in mind that some of the committee members may want to work in pairs on some of the larger raffles or auctions. It works very smoothly if, once you pair up, one person reads off the item and the other locates it. For example, if 2 committee members are working on the Sportsmen’s Raffle and the first item for that raffle listed in the program is a Gun Case, one person would read off the description, “Gun Case” and the other would locate the Gun Case. Dot the item using the numbered color-coded dots provided by the RD. Be sure that the dots are placed somewhere where they will be visible to both the attendees and the ticket sellers. Typically, the color of the dot will also correspond to the color of the raffle ticket being sold for that raffle. Doting the items helps the committee and attendees to match the appropriate write-in card or bowl or bucket to the appropriate item and also helps the ticket sellers be sure they are grabbing the right bowl or bucket with the right item when they are taking it up to the podium during the banquet for distribution to the winner. Once the item is located and dotted it can be taken to the area designated Sportsmen’s Raffle and placed in front of the table(s) on the floor. Putting the items on the floor in front of the designated areas until everything has been located makes it easier to then place the items on the tables, which is the next step.

Once everything has been located you can work together to place the items on the table(s). It is easiest to place the larger items first and then fill in with the smaller items. Don’t forget that on the raffles designated “bowl raffle” there will be a plastic bowl or bucket that will need to sit next to or in front of each item for people to drop their tickets into. This will be explained in more detail later. Some of the items may not be present as a committee member may not have arrived yet with the item or it may not be arriving until banquet day. Try to allow space for these items, especially if they are of significant size. If the raffle you are working on is a “bowl raffle,” once you have all of the items placed you can ask the RD for the plastic bowls or buckets that will have labels attached to them describing the item and designating what item number it is in the program, and begin placing them next to each item in the raffle. If the item isn’t there yet, then place the bowl or bucket in front of the raffle on the floor as a sign to the RD that there is an item missing.

Once you have finished a particular raffle check in with your RD to see if there is another raffle you can work on or if it is time for you to work on something else.

The silent or write-in auction typically consists of quite a bit of artwork and jewelry. It is always best to place the artwork first, leaning it against the wall or on table easels. The jewelry will arrive in small cardboard jewelry boxes that need to be unpacked and then the jewelry can be placed on black velvet jewelry displays provided by the RD. The RD should also have flat pieces of black velvet that can be used to display glassware or special items such as engraved knives. Always keep in mind the importance of appearance when setting up your raffles and auctions. If things are not displayed nicely and organized it may deter someone from taking the

time to figure things out and bid. Once the items have been placed on the tables in the write-in auction, the person(s) working that area can ask the RD for the write-in auction cards. These cards will be pre-printed by the RD and will have on them a description of the item and a number that corresponds to the number of the item in the banquet program. Match the description on the card to the item and place the card in front of the item. Once all the cards have been placed ask the RD for pens and place a pen on the top of each card for the attendees to use to write-in their bids. Return any write-in cards that you have not matched to an item to the RD, as they are items that are probably on there way with another committee member or being delivered prior to the banquet. If possible, try and keep some open space in the write-in auction anticipating the delivery and placement of these items.

The live auction will be set up very similar to the write-in auction. If your live auction is set around the stage without wall space to lean your artwork against then the RD should have metal easels that can be used to display the artwork. Larger pieces of furniture or cases of dog food can also be placed at the ends of the tables on the floor or on the stage behind the display tables. Once all the items are placed, ask the RD for the live descriptive cards. These cards will be pre-printed by the RD and will have on them a description of the item and a number that corresponds to the number of the item in the banquet program. Match the number on the card to the number on the colored dot and place the card in front of the item. The ticket sellers will work in conjunction with a couple of committee members during the live auction to display the items as they are being auctioned off by the auctioneer. Return any live descriptive cards that you have not matched to an item to the RD, as they are items that are probably on there way with another committee member or being delivered prior to the banquet. If possible, try and keep some open space in the live auction anticipating the delivery and placement of these items.

Once all of the raffle tables are set and the write-in and live auction items are displayed, you can begin working on setting the dinner tables. Hopefully, at this point in time, the dinner tables have been set by the facility and have been covered and set with the dinnerware and a centerpiece, if one is being supplied by the facility. If you are working on this item the evening before banquet day there is a possibility this has not yet been done and will not be done until the day of the banquet. If this is the case, then this portion will have to wait until banquet day. Just be sure to have enough people lined up to return on banquet day to help with the following tasks. If your tables have been set already by the facility then you can begin placing the table prizes on the table. In some cases enough of one item, such as a coffee mug, have been ordered by the RD through RGS National in an effort to provide everyone at the banquet with something to take home.

If this is the case, this item should be placed in the center of the table, around the centerpiece, with the logo facing out toward the seat. Be sure to count the number of seats at each table, some may be set for 8, 9 or 10; in an effort to be sure each person at the table is going to receive a table prize. If one item has not been ordered for everyone attending the banquet then most likely your RD or Banquet Chairman has requested multiple items. Coordinate with your RD to determine what items are to be used making sure that each person at the table is receiving something. In some cases these items will all be placed in the middle of the table, in lieu of a centerpiece and the RD will play a little game during dinner with the attendees to distribute these items. Most likely letting the oldest person at the table pick first, the youngest pick second, and so on until everyone has something to take home.

If something has been donated locally, such as boxes of candy or brochures advertising a local business, these should be placed around the table at each place setting, if you have enough. If not, just a couple per table should be placed. Ask your RD for the copies of the banquet program, which he/she should have had printed prior to arriving at the facility. These programs should be inserted in the banquet program covers or “jackets” shipped with the merchandise package from RGS National. Once the banquet programs have been inserted into the covers, one can be placed on each chair. An RGS placemat should be placed on the table in front of each chair, or, if the plates have already been set, under the plate.

The money table is where the raffle packages will be sold during cocktails. There are different variations of raffle packages and in some cases two different versions of the raffle package will be sold, depending on the size of the banquet. In most cases a \$100.00 raffle package is sold which includes \$150.00 worth of raffle tickets (\$50.00 Sportsmen’s Raffle Tickets, \$50.00 Drummer Raffle Tickets and \$50.00 Grouse Gun Board Raffle Tickets). These packages will be prepared prior to the banquet by the RD. When there is a second raffle package being sold it will typically be a \$150.00 raffle package containing \$200.00 worth of raffle tickets. At most banquets a raffle incentive prize is offered to those purchasing the raffle ticket package. These items will be requested by the RD or Banquet Chairman and supplied by RGS National with your merchandise package. A display of these items should be set on the front of the Money Table so that when a person purchases a raffle ticket package they can then look over the selection of items and choose the one they like. The remaining inventory should be placed on a table behind the Money Table, against the wall, out of the way of people coming to the table to purchase raffle packages but easily accessible to the person(s) working here.

Signs or flyers should be displayed on the front of the Money Table advertising the raffle packages and what is included. There should also be some type of sign acknowledging the types of credit cards RGS National accepts. These items will be provided by the RD.

The Registration Table needs to be set up and arranged. This table should be set outside of the main entrance to the banquet room in the hallway or right inside the main entrance door, depending on the facility. The ticket chairman and possibly a helper(s) will work this table throughout the cocktail time. **It is critical that all ticket stubs have the contact information filled in. With out that information, RGS will have no way of knowing the identity of new members and thus no way of servicing them.**

Things provided by the RD that should be placed at this table include name tags, “Sharpie” pens, orange seating reservation cards (to reserve individual seating), labeled bowl for membership stubs, labeled bowl for grand door prize stub, labeled bowl for women’s grand door prize stub, if applicable, and signs or flyers advertising the raffle packages for sale that evening. The ticket chairman should have on hand when working this table any tickets on hold to be picked up at the door and those to be paid for at the door, extra tickets to be sold at the door and a blank sponsor listing to record any individuals wishing to purchase a sponsor package and/or upgrade to a sponsor at the banquet.

5. Money Table Procedures and Instructions

The Money Table is the “focal point” of the banquet. It is where “everything” is handled financially and all questions are directed and answered.

THE THREE BUSIEST TIMES DURING THE BANQUET FOR ADDITIONAL HELP

- BEGINNING – WHEN THE DOORS OPEN TO SELL THE RAFFLE PACKAGES
- HALF WAY THROUGH THE BANQUET – WRITE-IN AUCTION PROCEDURE
- END OF THE NIGHT – CASHING OUT BY THE BIDDERS

SET UP

The Money Table is usually positioned inside the banquet room near the entrance and is best positioned to be facing the banquet room with your back against a wall for security reasons.

ITEMS NEEDED AT THE TABLE

Your Regional Director carries these items to be used at each of his banquets:

- A credit card terminal will be used to process debit and credit cards. If a dedicated phone line is available, the terminal should be connected to process the charges.
- A manual credit card imprinter and charge slips in case the credit card terminal isn't functioning.
- Cash (amount determined by the size of the banquet and the Regional Director) to be used for the raffle seller wallets and a change wallet used by you to make change during the event.
- Raffle Packages (**the best deal of the night**) made prior to the event by the Regional Director or a volunteer. These packages have a given amount of drummer, sportsmen and gun raffle tickets along with one or 2 other raffle tickets (determined by the Regional Director) to be sold at the Money Table. An example of the breakdown would be **\$200 worth of tickets for \$150.**

It is a savings to buy these as a package since the buyer receives more tickets for less money rather than buying individually from each raffle seller.

When a person purchases one of the packages they are awarded an incentive or a thank you gift given by you that the Regional Director has chosen.

- Standard office supplies (such as pens, stapler, calculator, paper clips, and extra rolls of tape for the Charge Card Machine and calculator)
- Equipment such as surge protector/adapters and extension cords.
- Write-in Auction receipts (**see example #2**) which will be completed at the close of the write-in auction. Detailed instructions are on the following pages.
- A bidders' sheet (**see example #3**) may be used at larger banquets. It is a listing of the bidders who won the write-in items. Detailed instructions are on the following pages.

Live Auction receipts are kept at the podium and will be brought to the money table as the items auctioned. Detailed instructions are on the following pages.

Nurit 8000 Instructions

Setup:

If using the AC adapter, plug the end of the adapter into the power port on the left side of the front panel of the terminal.

If using the battery, it should last for 12 hours. When charging the battery, it should fully charged in 3 hours; 80% charged in 1 hour.

If using a phone line, insert the modem's data plug into the center "data" port on the front panel. Connect a standard phone line cord from the modem to a standard telephone company line socket.

Push the On/Off button. The terminal will power up and the main screen will show Credit Account.....Sale.

The terminal will power down when not in use to save the battery. Press the On/Off key again to power it back up. Pressing the on/off key occasionally will keep the terminal from powering down. Press the menu/cancel button when it asks for the password again.

To turn the terminal off, press the blue F key and the on/off key simultaneously.

Testing Battery Strength:

Press Menu.

Press 6 – Radio Params

Press 3 – Battery Test

Testing Signal Strength:

Press Menu

Press 6 – Radio Params

Press 1 – Radio Tests

The RSSI (Radio Signal Strength Indicator) will print out. The RSSI should be 13 or greater to obtain good reception. If signal is low, try moving the terminal to a different area. If signal does not improve, the Store and Forward feature can be used or the terminal can be connected to a phone line.

Communication:

The terminal will connect by wireless radio, phone line, LAN, or DialUp.

To change the setting:

Press Menu

Press 8 – Communication

Press 2 – Main Comm.

Press communication needed: 1 – Line

2 - Wireless

3 – LAN (Eth/WiFi)

4 - DialUp

To Put a Prefix with a Phone Line:

If the terminal is being used with a phone line at a facility that needs a number such as 9 to dial out:

Press Menu
Press 8 – Communication
Press 1 – Line Params
Press 3 – Dialing Prefix
Enter the prefix and press enter.

You must call the Terminal Help Desk when you change your terminal prefix. The computer on the processing end must be set to be with or without a prefix also.

To Run a Test Charge:

Swipe RGS credit card with magnetic strip facing you.
Enter the amount as \$1.00.
A merchant and customer copy will print out.

The test charge must be voided.

To Void a Charge:

From the main screen, hit the down arrow key 3 times. The screen will show Credit Account Void/Sale.
Swipe card.
Enter amount.
Staple the return slip to the charge slip.

Debit Cards: Enter a debit card as credit. The issue with using a debit card as a debit transaction is there is no way to void the sale. Cash would need to be given to the customer if there was an error.

Reference Guide: A reference guide is included in the box and shows step by step instructions. Leave a copy with the Money Table coordinator for reference.

Receipts: The terminal will automatically print two receipts, a Merchant Copy and a Customer Copy. **All Merchant copies must be saved.**

Referrals: If you get a referral, call 800-501-8749 and enter the information that is prompted. An approval code will be given or the card will be declined. Use the reference guide to enter the transaction offline if an approval code is given.

Review the Batch: You can review the transactions at any time during the batch.

Press the blue F key.
Select 3 – Review.
Enter password which is the current date (mmddyymm).
The totals for credit and debit cards will show on the screen.
Highlight the credit total by using the down arrow key.
Press enter and the first credit card transaction will show on the screen. Use the up/down arrow keys to scroll through all the transactions in the batch.

Closeout/Settle: After all transactions have been entered, print the current report.

Press the blue F key.
Select 1 for Report.
Enter password which is the current date (mmddyymm).

Press enter and the current report will print.
Print the Totals Report:
Press Menu
Press 1 – Report
Enter password
Press 2 – Current Report
Press 4 – Totals Only Report
Press 1 - All
Press 1 - All
Press 2 – Card Type
Press 1 - All
Press the menu button for No. Do not set this report as your default.

To settle the batch, press the blue F key.
Select 2 - Batch.
Select 2 – APFDRT CrDb.
Select 1 – Close Batch.
The batch report will print with the response as OK with a series of numbers after it. This shows that the batch was transmitted to the bank. If this does not appear as the response, the money will stay in the terminal and will be carried to the next event until is settled completely.

Installing Paper:

Open paper roll cover by pushing the release button towards yourself. The button is on the top of the roll cover in the center of the arch.
Remove the paper roll spindle from the center of the used roll and place in the new roll.
Place in the new roll in the 2 slots on both sides of the compartment. **Be sure paper feeds from the bottom.**
Extend 1 inch of paper out of the front of the compartment and press down on cover until it snaps into place.

Store & Forward

To turn the store & forward feature on:
Press the menu button.
Select 3 – Merchant Options
Scroll down using the down arrow key to 10 – Store & Forward and press enter.
Enter password and press enter.
Select 1 – S&F On/Off
It will ask Store & Forward Switch On? Press enter.
Hit the Menu/Cancel button 4 times to get back to the main screen. Offline will flash on right side of the screen.

Swipe the card as a usual transaction. In the offline mode, the card is not authorized at that time, only stored. Please have the customer write their name, address, and phone number on the merchant copy or attach the slip to an auction receipt that shows the information. **This is very important if the card declines when the transaction is uploaded.**

At the end of the event, print a report of the transaction stored:

Press menu

Select 3 – Merchant Options

Scroll down, select 10 – Store & Forward

Enter password

Select 4 – Reports

Select 2 – Print Offlines

When the wireless signal is available, the transactions must be uploaded:

Press menu

Select 3 – Merchant Options

Scroll down, select 10 – Store & Forward

Enter password

Select 5 – Upload transactions

Press cancel 3 times to get to main screen. The batch must still be settled:

Print the current report by selecting the blue function key.

Select 1 – Report

Enter password

Settle the batch by selecting the blue function key.

Select 2 – Batch

Select 2 – APFDRT CrDb

Select 1 – Close Batch. Be sure it show OK with a series of numbers as the response at the top.

The terminal must be taken out of Store & Forward mode:

Press menu

Select 3 – Merchant Options

Scroll down, select 10 – Store & Forward

Enter password

Select 1 – On/Off

Press cancel 3 times.

Manual Credit Card Procedures with Credit Card Purchases

Place the slips over the credit card and swipe the handle over top to imprint the credit card information onto the slips. Take the slip out and verify that the credit card information is clear.

Write the date, the items purchased –example “the name of the auction item” or “raffle package”, the amount, and the total due.

DO NOT WRITE ON THE SLIPS ---“DONATION”--- OR ---“RGS”.

Have the customer write his/her billing address for the card and telephone number on the slip and sign it.

Give the bottom copy to the customer.

WRITE-IN AND LIVE AUCTION RECEIPTS PROCEDURES

IT IS VERY IMPORTANT TO GET THIS DONE ASAP!! People will be anxious to know if they won but we ask the audience for at least one-half hour to process the paperwork.

Write In Auction or Silent Auction

After the write-in has been closed as determined by the Regional Director, the write-in cards are picked up by the committee and brought immediately to the Money Table. **(see example #1)**

These cards are put into NUMERICAL order by Item # to match with the Write-in Auction receipts that coordinate with the same item.

Depending on the number of items, the cards and receipts are divided among the number of volunteers at the table. Each is given the write-in cards and write-in receipts corresponding to each auction item.

Double check to be sure the final bid is above the MINIMUM OPENING BID and the bid raise at least equal to the MINIMUM INCREASE to determine the winner on the write-in cards.

The person's name and amount is written on the corresponding areas on the write-in receipt. Each receipt is arranged in ALPHA order by last name. **(See example #2)**

If using a bidder's sheet, the person's name and amount is recorded by the corresponding item, copied by facility staff (pre-arranged by the Regional Director) and handed out by a committee volunteer to each table for each person to view the winners WHEN THE REGIONAL DIRECTOR INDICATES. **This is very important since we do not want to interrupt the flow of the LIVE AUCTION.** **(See example #3)**

Match up any gift certificates with the corresponding receipt if not done already.

EXAMPLE #1 "WRITE-IN CARD"

WRITE-IN YOUR BID ON THIS ITEM

7. Woman's Sterling Silver Cuff Bracelet With Semi-Precious
Malachite Stone

MINIMUM OPENING BID \$35 MINIMUM INCREASE \$5

- | | | | | | |
|----|---------------------|--------------|-----|-------|----------|
| 1. | <u>Carol Roche</u> | \$ <u>40</u> | 10. | _____ | \$ _____ |
| 2. | <u>Audy Cling</u> | \$ <u>50</u> | 11. | _____ | \$ _____ |
| 3. | <u>Carol Roche</u> | \$ <u>55</u> | 12. | _____ | \$ _____ |
| 4. | <u>STEVE HOOPER</u> | \$ <u>60</u> | 13. | _____ | \$ _____ |
| 5. | <u>Carol Roche</u> | \$ <u>65</u> | 14. | _____ | \$ _____ |
| 6. | <u>STEVE HOOPER</u> | \$ <u>70</u> | 15. | _____ | \$ _____ |
| 7. | <u>Diana Haynes</u> | \$ <u>75</u> | 16. | _____ | \$ _____ |
| 8. | <u>Steve Hooper</u> | \$ <u>80</u> | 17. | _____ | \$ _____ |
| 9. | _____ | \$ _____ | 18. | _____ | \$ _____ |

PLEASE PRINT NAME CLEARLY

This is an example of a Write-In Card that is placed next to the item showing the Minimum Opening Bid and Minimum Increase. Individuals will have the opportunity to bid until the auction is closed.

EXAMPLE #2 "WRITE-IN AUCTION RECEIPT"

Hoover, JIVE

**The Ruffed Grouse Society
Auction Purchase**

Item # W-7 Date: 2-20-04
Description: SS/MALACHITE cuff BRACELET Bid Price \$ 80

Buyer's Name: STEVE HOOPER

PLEASE
PRINT

Address: _____

Zip Code _____

Phone: (Home) _____ (Office) _____
(area code)

Form of Payment: () Cash, () Check, () Charge Card, () Other

JD
Payment authorized by _____

If other, explain terms and obtain buyer signature and driver's license number:

Driver's License # _____

Signature of Buyer _____

This is the example of the Write-In Auction Receipt that matches the corresponding number of the item and the Write-In card for W-7 (Example #1).

EXAMPLE #3 "BIDDER'S SHEET"

1999 Pittsburgh Sportsman's Banquet Write-In Bidders Sheet

ITEM #	ITEM DESCRIPTION	HIGH BIDDER	BID AMOUNT
1			
2	This is the example of the BIDDER'S LIST that may be used		
3	at your banquet.		
4	This will list all of the items prior to the banquet by the		
5	Regional Director. Each line will have the item and you		
6	will only add the Bidder's Name and the Bid Amount.		
7	Woman's SS Cuff Bracelet Malachite Stone	STZUE HOOVER	\$ 80.00
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Live Auction

During this auction, the committee members and/or ticket sellers will be bringing these receipts (the same as the write-in receipts) to the table, after the successful bidder completes it at their table, to be arranged ALPHABETICALLY within the write-in auction receipts. (see example #4)

If you find that an individual has several items, to help with their total at the end of the evening, run a tape on the calculator and paper clip to the receipts.

NO Bids:

Some items will NOT have a bid; these receipts are placed together with the write-in card. Individuals may purchase for the opening bid or make other arrangements per the RD's discretion.

EXAMPLE # 4 "LIVE AUCTION RECEIPT"

Dayton, Tenn

The Ruffed Grouse Society
Auction Purchase

Item # L-18 Date: 2-20-07
Description: Pillman Sketches Bid Price \$ 150.00

Buyer's Name: TERRY SAYLOR
Address: 10620 Winchester Rd
Canal Winchester, OH Zip Code 43110

PLEASE PRINT

Phone: (Home) _____ (Office) _____
(area code)

Form of Payment: () Cash, () Check, (X) Charge Card, () Other

Payment authorized by _____

If other, explain terms and obtain buyer signature and driver's license number:

Driver's License # _____ Signature of Buyer _____

This is an example of a completed Live Auction receipt after the item was bought at the bid price of \$150.00.

This form was taken by the committee or ticket seller to the buyer to be completed and signed. It is then brought to the Money Table to be filed with the other Live and Write-In Receipts.

CASHING OUT

RGS accepts AMEX, VISA, MASTERCARD, DISCOVER, CHECKS & CASH

- At the end of the evening, individuals will come to the Money Table to pay for their auction items.
- Ask for their name (since you already have all auction receipts in alphabetical order).
- Process the charge (or take a personal check or cash) for the amount. Mark the auction receipt to show the type of payment. Give the customer the yellow copy for proof of payment and to pickup their item from the committee. If there are gift certificates attached also give these to the buyer after payment. ***THANK EACH CUSTOMER!***
- The signed white copy and the cash, charge slip or check are paper clipped together and all of the receipts are kept together for reconciling during the accounting after the banquet.

Helpful suggestions

Any questions concerning items, trips or buying additional items, please be sure you write this information either on the action receipt of the item in question or on a separate piece of paper to be handled by the Regional Director or HQ.

The Money Table is NOT an ATM and does not have a great deal of extra cash. The CHANGE envelope is used for change only. It should end the evening with the same amount of money as when you started, i.e. if you take out two \$10 bills, replace with equivalent funds.

Reconciling is done after the banquet or the RD and the committee will plan to do it the next morning.

THANK YOU!

V. BANQUET OPERATIONS CHECKLIST

THIS BANQUET “DAY” CHECK LIST IS FOR RD USE WITH NEW OR EXISTING BANQUETS. COMMITTEE MEMBERS SHOULD BE ENCOURAGED TO TAKE ON SOME OF THE RESPONSIBILITIES LISTED BELOW FROM THE RD.

- ___ First guarantee given to facility
- ___ Programs printed and arrangements made to pick them up & deliver to banquet facility
- ___ Raffle ticket sellers arranged, notified as to appropriate dress and time of arrival
- ___ Money needed to make change acquired for dinner
- ___ Ticket sales finalized (those to be picked-up at door in individual envelope marked either “paid” or with “actual amount” to be collected)
- ___ Table reservation cards prepared
- ___ All prizes collected and stored together
- ___ Framed pictures picked-up and stored with other prizes
- ___ Purchase any prizes needed to complete raffles, auctions, etc.
- ___ Complete prize listing
- ___ Complete donor cards
- ___ Number dots and mark all prizes according to prize category
- ___ Arrange credit card machine phone line
- ___ Prize signs or posters for raffle items completed
- ___ Write-In Auction cards prepared
- ___ Descriptions for live auction items written and included in the program (may want a separate set for the auctioneer that lists reserves, etc.)
- ___ Go over live auction prizes with Auctioneer if applicable
- ___ Prepare raffle ticket packets (place \$50 change in each envelope) - go over raffle ticket procedures with raffle sales coordinator
- ___ Make any extra raffle ticket packets that may be needed
- ___ Make labels for raffle ticket bowls
- ___ Receipts for auction items (silent and live) prepared
- ___ Gift certificates, if appropriate, attached to auction receipts
- ___ Master of ceremonies sheet
- ___ Table prizes distributed in dining area
- ___ Programs, placemats, any individual prizes distributed in dining area
- ___ Table reservation signs distributed on tables
- ___ Prizes distributed and displayed on table
- ___ Registration area set up
- ___ Money Table prepared
- ___ Raffle ticket sellers advised of duties
- ___ Auction assistants arranged and advised of procedures
- ___ Arrangements made for the “sponsors’ gun drawing”

VI. ADDITIONAL FUND-RAISING OPPORTUNITIES:

In 2006 RGS National instituted a new program that enables chapters that have fulfilled their banquet responsibilities to RGS to hold other fund-raising events under the RGS banner. Two stipulations for these fundraisers are:

- a. All net proceeds over \$2,500 per fund-raiser are returned to RGS National
- b. Local projects funded with this money will be coordinated with your Regional Biologist and/or RD and should be consistent with RGS' *Mission*.

Some examples of such events include, but are not limited to:

1. Raffle(s) during the year – Old Town canoe, ATV, gun, etc.
2. Cooking demo for wild game.
3. Driven pheasant hunt.
4. Chukar shoot: 2 man teams, 1/2 hour to hunt, 8-10 birds in each section, 10 shells each, best score wins prizes, we have modified this to score your dog work (points, retrieves, backs, etc.) instead of hunting skills.
5. Fun shoot. We supply a couple of door prizes, find a suitable facility that will provide whatever type of shooting venue we want for trap, sporting clays, skeet, games, etc. and lunch and charge just enough to cover any costs that day.
6. Dog-training seminar, we have some pros we can contact and hopefully get their time donated, charge only for lunch.
7. Combination fun shoot and dog-training seminar (Mini field trial) – two day event with a training clinic on both days. During the clinic two hunters with their respective dogs go afield to point/flush planted birds and get scored. That evening the hunter shoots a round of clay birds and is scored. The next morning the hunter/dog teams go afield again and the pointed/flushed birds are shot and the team is scored. The three scores are added and the winners receive a modest prize. The goal is to have fun.
8. Sponsor appreciation day - might include rounds of skeet or sporting clays, a steak dinner, and cocktails after the shoot. Invite the committee and all sponsors. The Chapter pays for everything, but has worked it out over the years that almost everything is donated or discounted. They do make a little competition out of it by not charging a person that brings a new committee person or sponsor to help on the chapter. Results - One chapter that does this has about 20 ACTIVE committee members and raised their sponsors over the year to around 80. If the chapter has the right spot one could be done at a committee person's lakefront property, cabin, etc. The chapter, out of money they can now keep if they have an extra event, pays for the BBQ and everyone brings their family for a day of swimming, fishing, and games for the kids.
9. Fun shoot using a "hook" - (bring a new sponsor or committee person) and the day is free for you.
10. Sponsor a youth day that is funded by a few organizations so they are not swamped with all the work that day.
11. Host a dove shoot – ask committee members if they know of a farm field that could be rented for a day of dove shooting. It could include lunch / BBQ by members and thus not have much money or time invested.
12. A game dinner / meeting (empty our freezer) - Find a club or facility that would let you cook or reheat everyone's favorite game recipe. Offer a prize to the best and/or worst tasting recipe.

13. Father / son / daughter / mentor / couples day - Find a facility and do a mini Olympics. Teams shoot a round of trap/skeet/sporting clays, muzzleloader, other shooting games (Senior Biologist Mark Banker has the 3D virtual grouse shooting game for Eastern chapters), load a shotgun shell, shoot archery, fish, etc. Give prizes and lunch to everyone.
14. Various seminars, not only using your biologist, but also other professional people. Need a facility and could offer lunch or dinner.
15. Ice-fishing derby focused on youth and women
16. Shooting seminars, gun-fitting sessions, shooting displays - Bring in a pro, rent a facility and only charge for lunch.
17. Golf outing.
18. Cigar and or wine tasting.

There is no limit on how many of these extra fundraisers a chapter may hold. Thus a chapter has the potential to set a target for what it feels it needs to raise and to do what it takes to meet that target. If a chapter wishes, it may send the proceeds of these events to RGS National where it will be held in a “restricted” account in their name. Those monies may only be used to “sweep” against RGS National’s line-of-credit to reduce the interest paid or to fund projects requested by the chapter that generated the money.

a. Examples of local projects

- Habitat enhancement
- Raffles
- Youth hunt
- “Shoot” – sporting clays, skeet, etc.
- Dog training clinic
- Combination dog training clinic and shoot
- “Under Broken Wings” recipient – during 2006, RGS members began a new program whereby physically challenged youth who might wish to shoot clay birds and then hunt grouse or woodcock are sponsored by RGS National or a local chapter. This enables them to fulfill their dream and simultaneously help RGS fulfill its mission.

VII. SPORTSMEN'S SHOWS

RGS National is desirous of having chapter volunteers man an RGS booth at local sportsmen's shows. Information about these events is often sent directly to RGS National. When that happens the appropriate RD will be notified and asked to determine your interest in manning a booth. If there is adequate interest, the RD will register the chapter and handle both the paperwork and fee. If the chapter learns of an event that chapter is asked to notify their RD so he/she can determine your interest in manning an RGS booth and then getting you registered. Having an RGS presence at these local events generally has a positive impact on your banquet attendance because it increases awareness of your chapter and RGS' mission. It will also help recruit new RGS members.

RGS National will assist the chapter when it participates in a "show" by providing:

- A Regional Director and/or Biologist if available, these events are successful with local committee's participation and involvement.
- A display for the booth
- Handout materials (membership brochures, "Trilogy" brochure, booklets, DVD, etc.)