



09/09/2015  
(Form Date)

## Bogus Basin Ski Club (BBSC)

### EVENT/TRIP PLANNING & RECAP FORM

**EVENT:** Whitefish Ski Trip      **DATE:** February 20-24 2019      **TIME:**

**WHERE:** Whitefish Montana

**SHORT DESCRIPTION:**

**SPONSOR(S):** None

**PHONE:**

**EMAIL:**

**EVENT/TRIP LEADER:** Anna Anderson

**PHONE:** 208-859-8784

**EMAIL:** andersonsinboise@msn.com

**Assistants** None

**NAME:**

**PHONE:**

**NAME:**

**PHONE:**

**NAME:**

**PHONE:**

**NAME:**

**PHONE:**

**NAME:**

**PHONE:**

**COORDINATION PERSONELL, POINTS OF CONTACT (OUTSIDE ORGANIZATIONS, BUSINESSES, etc.)**

**NAME OF ORGANIZATION:** Whitefish Lodge Montana

**NAME:** Ryan Billiet

**PHONE:** 406-863-4011

**EMAIL:** lodgeatwhitefishlake.com

**NAME OF ORGANIZATION:** Global Travel Boise

**NAME:** Soon-Hie Sargent

**PHONE:** 208-387-1000

**EMAIL:** soonhies@globaltrav.com

(Expand as needed)

**MARKETING, PUBLICITY, AND COMMUNICATIONS:**

**WEBSITE/E-mail BLASTS** -- EVENT LEADER WILL GIVE SKI CLUB PRESIDENT BRIEF SUMMARY OF EVENT, DATE, LOCATION AND TIME FRAME AT LEAST 30 DAYS IN ADVANCE.

**MARKETING AND PUBLICITY** - EVENT LEADER WILL GIVE MARKETING DIRECTOR LIST OF ITEMS NEEDED AT LEAST 60 DAYS IN ADVANCE OF THE EVENT AND WILL COORDINATE WITH KIM ON MEDIA COVERAGE.

**CLUB PUBLICATION** - EVENT LEADER WILL GIVE COMMUNICATION DIRECTOR BRIEF SUMMARY OF EVENT, DATE, LOCATION AND TIME FRAME AT LEAST 30 DAYS IN ADVANCE AND PROVIDE A BRIEF SYNOPSIS OF WITHIN ONE WEEK EVENT AFTER.

PHOTOS BY: Don Pribble  
PHONE: 208-484-9030  
EMAIL: dmpribble@cableone.net

**BUDGETED COST PER PARTICIPANT: \$1200**

**SUPPLIES NEEDED: N/A**

STORAGE SHED - COORDINATED BY: N/A

ITEMS REQUIRED -

FOOD: COORDINATED BY:

DRINK: COORDINATED BY:

NEED TO PURCHASE THESE ITEMS:

**FOR SKI CLUB TRIPS (skiing, biking, etc.)**

OVERALL COSTS (PER contract or estimated): \$1200 per person package deal including air

LODGING: Included package deal

TRANSPORTATION: Included package deal

LIFT TICKETS: Included package deal

WINE & CHEESE PARTY: Included package deal

**EVENT RECAP & LESSONS LEARNED:**

HOW MANY VOLUNTEERS ASSISTED None

HOW MANY PEOPLE ATTENDED (APPROXIMATELY): 15

HOW MANY MEMBERSHIPS WERE TAKEN: None

REVENUE RAISED/SPENT: None

LESSONS LEARNED (Comments to make next year's event/trip run smoothly):

This trip ran smoothly and there were no issues. The only thing to remember is to make sure everyone is tipping the staff on their own, or take up a tipping fund to be given at the end of the trip. Tipping for ski valet, shuttle service, etc.

**TOTAL EXPENSES (ATTACH RECEIPTS OR SEND ELECTRONIC COPIES):**

FOOD -

DRINK -

SUPPLIES -

OTHER - Late check out for one room - \$53.44

**PROCESS NOTES:** (Please use this space to jot down notes as you work the process so others may learn and use it in the future)

**Date:** Late summer / early Fall

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**Next steps:**

**Date:** Fall, Winter

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**Next steps**

**Date:** January through trip date

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**Next steps**

**Date:**

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**Next steps**

**Date:**

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**Next steps**

**Date:**

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**Next steps**

