



09/09/2015
(Form Date)

Bogus Basin Ski Club (BBSC)

EVENT/TRIP PLANNING & RECAP FORM

EVENT: DATE: TIME:
WHERE: SISCRA 7/20-22/2018 All weekend

SHORT DESCRIPTION: Campout out at SISCRA. About 26 people attended. Activities included hiking led by Sue and Doug Baker, Mountain biking led by Ken, Saturday afternoon beach party, Saturday evening BBQ/potluck, evening music by the campfire let by Ross. Lots of food, laughs, good conversation and camaraderie.

SPONSOR(S): BBSC

PHONE:

EMAIL:

EVENT/TRIP LEADER: Margie Ridgeway

PHONE: 208-949-9513

EMAIL: akridgeway@yahoo.com

Assistants

NAME: Sandra Hufsmith

PHONE: 541-760-8175

NAME:

PHONE:

NAME:

PHONE:

NAME:

PHONE:

NAME:

PHONE:

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

NAME OF ORGANIZATION:

NAME:

PHONE:

EMAIL:

NAME OF ORGANIZATION:

NAME:

PHONE:

EMAIL:

(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 SNYOPSIS OF WITHIN ONE WEEK EVENT AFTER.

PHOTOS BY:

PHONE:

EMAIL:

BUDGETED COST PER PARTICIPANT:

SUPPLIES NEEDED:

STORAGE SHED - COORDINATED BY:

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):

LODGING:

TRANSPORTATION:

LIFT TICKETS:

WINE & CHEESE PARTY:

EVENT RECAP & LESSONS LEARNED:

HOW MANY VOLUNTEERS ASSISTED

HOW MANY PEOPLE ATTENDED (APPROXIMATELY):

HOW MANY MEMBERSHIPS WERE TAKEN:

REVENUE RAISED/SPENT:

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

TOTAL EXPENSES (ATTACH RECEIPTS OR SEND ELECTRONIC COPIES):

FOOD -

DRINK -

SUPPLIES -

OTHER -

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:

Action:

Next steps:

Date:

Action:

Next steps

Date:

Action:

Next steps

Date:

Action:

Next steps

Date:

Action:

Next steps

Date:

Action:

Next steps

Date:

Action:

(Expand as needed)