

# BBSC EVENT PLANNING & RECAP FORM

To be given back to Social Director within 10 days of event completion.

EVENT: Ski Swap DATE: Nov 6-8 <sup>2015</sup> TIME: \_\_\_\_\_

WHERE: Fair grounds

DESCRIPTION: \_\_\_\_\_

WHY IS BBSC SUPPORTING THIS EVENT? BUDGET: \$ \_\_\_\_\_

MEMBERSHIP RECRUITING/SUSTAINMENT

COMMUNITY OUTREACH/SUPPORT

BOARD DEVELOPMENT

EVENT LEADER(S): JANE Gabbert

PHONE: 362-3627 EMAIL: jggabbert@gmail.com

DATE ACTIONS MUST BEGIN: I start w/a Volunteer Signup Sheet at the Brunch in September

CONTACT(S): Same as above

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SPONSOR(S): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VOLUNTEERS/COMMITTEE MEMBERS: Attached List

~~NAME: Vicky Kuebler PHONE: 407-3352~~

~~EMAIL: V.Kuebler@att.net~~

~~NAME: Bob Niccolls PHONE: 939-2787~~

~~EMAIL: R.Niccolls@earthlink.net~~

~~NAME: Liz Malchorder PHONE: 385-0100~~

~~EMAIL: Liz beta 83703@yahoo.com~~

~~NAME: Andrea Long PHONE: 307-234-6300~~

~~EMAIL: 101 Andrea@Live.com~~

**BOGUS BASIN SKI CLUB SKI SWAP**  
**VOLUNTEER SCHEDULE 2015**

**FRIDAY Nov 6**

**5:00-7:30**

Vicky Kuebler 484-3352  
Bob Niccolls 939-2787

**7:30-10:00**

Liz McWhorter - 385-0100  
Andrea Long 307-234-6300

**SATURDAY Nov 7**

**10:00-12:00**

Margie Ridgeway 949-9513 ~~to show~~ Sent to do BBSEF work  
Robert Yearsley 9391211

**12:00-2:00**

Mary Pribble 658-1341  
Roslyn Muller

**2:00-4:00**

Bob Schwartz 853-5384  
Judie Schwartz 853-5384

**4:00-6:00**

Ron Graff 360-944-7751  
Sandra Huffsmith 541-760-1875

**6:00-8:00**

Don Pribble 484-9030  
Guy Exon 860-3815

**SUNDAY Nov 8**

**10:00-12:30**

Kirk Luba 650-438-6652  
Krissy Luba 650-438-6653

**12:30-3:00**

Natalie Angel 338-6116  
Alice Thomas 890-9394  
Fred Bernier 867-1913

**BOGUS BASIN SKI CLUB**  
**2015**  
**BOOTH VOLUNTEERS**

Jane Gabbert  
Kim Hovren  
Paul Markowitz  
Vicky Kuebler  
Bob Niccolls  
Liz McWhorter  
Andrea Long  
Margie Ridgeway  
Robert Yearsley  
Mary Pribble  
Roslyn Muller  
Bob Schwartz  
Judie Schwartz  
Ron Graff  
Sandra Huffsmith  
Don Pribble  
Guy Exon  
Kirk Luba  
Krissy Luba  
Natalie Angel  
Alice Thomas  
Fred Uranga  
Fred Bernier

# SKI SWAP NOTES-2015

## 1<sup>ST</sup> FULL WEEKEND IN NOVEMBER

- I start with a signup sheet at the Brunch in Sept.
- Get a check for \$25.00 sent to BBSEF 1675 W Hill Rd Boise Idaho 83702. This is for the rental of the drapes behind and on the sides of the booth.
- 10 days or 2 weeks before the Swap call Shannon at BBSEF 336-5295 and have her mail back gate parking passes to the chairperson for people who are hauling equipment. (Only 2 or 3 necessary)  
Arrange for someone with a pickup to haul the equipment from the storage. The tables are 6 and 8 feet and require a pickup. Pick up the equipment at 3PM and set up should be completed well in advance of the 5PM opening on Friday.
- Friday night always fills up first  
Limit the number of people in the booth especially on Friday night.  
There is such a thing as too many volunteers in the booth. Keep it at 2- maybe 3. If there are too many volunteers standing around talking the public just walks on by.
- Volunteers often bring purchases to stash in the booth. Keep stuff tucked under the tables and out of sight least the place looks cluttered and junked up. We normally have a lot of promotions and they get lost if the place is a mess.
- The TV stand Paul made is great as it gets the TV off the table. Table gets really full of raffle and trip info.
- Keep the table straightened up so it looks neat.
- Have zip lock bags labeled for each activity that money will be taken for and keep the money in the appropriate bags. For memberships, staple the money/checks to each membership form.
- Post a volunteer schedule and a list of things do in the booth as a reference.

- Be sure to tell the volunteers to find the *Ski Club* booth. BBSEF volunteers at the volunteer door will send them somewhere to do BBSEF work if our volunteers simply ask where to go. That happened to a new volunteer this year and it left one guy in the booth alone.
- Warren Miller Free Movie Ticket Raffle gets people to stop at the table for something free. Winners this year Riley McDougal, Ryan Wright, Shelley Zimmer.
- This year there was no mention of the Swap in the Mogul that came out 17 days before the Swap. An oversight no doubt, but I think it's important to have print promotion in addition to e-mail especially that close before the event.
- Be sure you know where all the equipment is that you will need for the booth. I have gone to the storage locker on Friday afternoon only to find some things I needed were missing. I had to spend crucial time finding they were in someone's garage after the last event and then making arrangements to get it to the Fairgrounds. There is not time for having to think and deal with that sort of foolishness.
- Plan on assigning a volunteer to distribute movie flyers to the checkout stands. Be sure publicity for the movie gets the flyers to the booth. Have one of the volunteers go to the booths and put flyers in the plastic bags. Fred Uranga has just always done it and Kim Hovern did an outstanding job of taking it on this year. Maybe coordinate with the movie publicity people.
- Arrange for the person with the pickup to haul the things back to the storage on Sunday afternoon. We usually start tearing the booth down by 2:00-2:30 PM on Sunday.

BOGUS BASIN SKI CLUB  
EVENT SHEET



P.O. Box 973  
Boise, ID 83701

EVENT 2015 Ski Swap  
DATE November 6, 7 & 8 TIME \_\_\_\_\_  
PLACE Fairgrounds  
CHAIRPERSON(S) JANE GABBERT

ADMISSION

PREPAID \$ 0 AT EVENT \$ 0

APPROXIMATE ATTENDANCE

MEMBERS \_\_\_\_\_ NON-MEMBERS \_\_\_\_\_ AT EVENT \_\_\_\_\_

Volunteer List attached

INCOME

9 Memberships	\$ _____
McC Call Ski Vacation Raffle	\$ <u>225<sup>00</sup></u>
Season Pass Raffle	<u>130<sup>00</sup></u>
	<u>85<sup>00</sup></u>

TOTAL INCOME \$ 470<sup>00</sup>

EXPENSES (ITEMIZE)

Drape Rental	<u>25<sup>00</sup></u>
Printing	<u>5<sup>83</sup></u>
	<u>30,83</u>

REVOLVING FUND EXPENSE  
(See Attached Sheet)

TOTAL EXPENSES \$ 30.83

GAIN \$ 439.07

LOSS \$( \_\_\_\_\_ )