



# Bogus Basin Ski Club (BBSC)

## EVENT/TRIP PLANNING & RECAP FORM

**EVENT:**

**DATE:**

**TIME:**

**WHERE:**

**SHORT DESCRIPTION:**

**SPONSOR(S):**

**PHONE:**

**EMAIL:**

**EVENT/TRIP LEADER:**

**PHONE:**

**EMAIL:**

### **Assistants**

**NAME:**

**PHONE:**

**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 SYNOPSIS 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)