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| **Committee Name** | Water for People - Clays Shoot |
| **Approval Date:** | October 15, 2017 | **Latest Revision Date:** ***(To Be Reviewed Annually)*** | August 23, 2021 |

Goals

* Provide an entertaining event and significant donation to WFP.

Committee Membership

* Water for People Committee and other interested parties.

Timeline / Deadline

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| **May** | * Initiate planning meetings and send conference call invitations.
* Work with venue (i.e. Oak Creek Sporting Club or Lincoln Trap and Skeet) to save the event date. Usually, a 1pm start time with lunch prior to that. Hold event near the end of September.
* Prepare the event budget.
* Start to get logos from sponsors. Check with Joe Roberts or Teresa Konda at HDR if they have the signs already. Check the signs against current logos.
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| **June** | * Prepare “Save the Date” emails and solicit initial sponsors using the past years information. Prepare post card mailing with appropriate sponsor logos. All promotional literature should have logos on it for all distributions.
* Continue event planning.
* Purchase two flats of shotgun shells for prizes at Roger’s Sporting Goods. They usually run a sale in June. Or coordinate with Oak Creek if they have shotgun shells.
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| **August**  | * Prepare registration flyers with JEO Consulting Group and post to AWWA site to allow registration.
* E-blast the promotional flyers using the AWWA & NWEA web sites to both AWWA and NWEA members.
* Continue event planning.
* If space in the NWEA Effluent Line is available use the post card ad for ½ page.
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| **September** | * Work with WFP committee and sponsors to prepare prizes.
* Secure insurance.
	+ Obtain an application from the insurance agent and complete the application
	+ Obtain a NE-AWWA Chapter Officer signature (i.e. President) by sending him/her the application, requesting signature and returning via email the scanned, signed document.
	+ Submit the application to the agent.
	+ The agent will return a contract with premium.
	+ Review the coverage (there have been errors)
	+ Once you have agreed to the terms, sign the contract and return it to the agent.
	+ Pay for this via credit card before the event and obtain proof of payment.
* Prepare a banner with JEO with all logos for hanging at Oak Creek.
* Get polo shirts from Shirts 101 for students who will be running the long shot station.
* Let shooters know they need to arrange golf carts on their own.
* Get the logo signs made, if needed, and pick them up at HDR.
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| **Day Before the Event** | * Notify venue of head count for lunch and shooters.
* Confirm insurance.
* Gather supplies/needed prizes from committee members.
* Plan prizes for raffle.
* Print waiver forms for participant signature.
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| **Day of Event** | * Ask Oak Creek to put some random colored targets in the traps. If a shooter breaks on they win a prize.
* Place prizes on table with associated raffle tickets. Give the other half of the raffle ticket to the shooters on their score card.
* Cannot provide alcohol.
* Everyone signs a waiver.
* Get the long shot setup, easy, so more people will shoot. Have a 50/50 pot, $5 each shot. Unlimited shots. Oak Creek provides seed money for change. Pay them back.
* Take team pictures at long shot station. Get names of the team and participants.
* Start at 1pm.
* Shooting should be done around 3:30pm with 40 shooters.
* Oak Creek will score the event and hand out prizes. Use the flats of shotgun shells as overflow prizes and adjust as needed. Also, can use the 50/50 pot to adjust prizes if needed.
* Use cash from the donation for the long shot for cash at the event. Keep track and write a check for WFP
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| **Within 30 Days of the Event** | * Work with WFP Chair to close the event accounting out and disburse funds to WFP.
* Submit article and pictures to Publications Committee Chair.
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Deliverables / Activities

* The committee conducts phone conferences from May until the event is done.
* Summaries of meetings and action items are sent to the committee after each meeting.
* Lunch/shooter headcount to Oak Creek.
* Get two students to staff the long shot station and take money. Or a vendor.
* Oak Creek will run the scoring.

Event Activities

* Shoot 100 targets on the main course.
* Shoot one long shot station off the main course with a 50/50 split pot. $5 each shot. Each shooter gets a raffle ticket for each shot. Draw the winner(s) out of a hat.
* Keep accounting records.

Supporting Materials

* Banner w/long zip ties for fence
* Raffle tickets
* Sponsor signs at HDR
* Pictures from the event with names for the Wise Water Words newsletter
* Prizes
* Break colored targets for prizes
* Waiver for insurance
* Sponsor selfies at shooting station
* Print score cards
* Safety glasses and ear plugs at Oak Creek