

Bogus Basin Ski Club (BBSC)

EVENT/TRIP PLANNING & RECAP FORM

EVENT: __St. Moritz & London____ DATE: _Feb 29 2020 TIME: __14
_days_____

WHERE: __St. Moritz and London

SHORT DESCRIPTION: __Ski Trip Sight seeing_____

SPONSOR(S): __BBSC_____ PHONE: _____
EMAIL: _____

EVENT/TRIP LEADER: __Paul Markowitz_____ PHONE: _208-850-9962__

EMAIL: _pmarkowitz@cableone.net

Assistants

NAME: __Every one on trip_____ PHONE: _____

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

NAME OF ORGANIZATION: Holidaze ski tours

NAME: __Sean McErlean_____ PHONE: __800-526-2827

EMAIL: __sales@holidaze.com

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 18 MONTHS IN ADVANCE.

MARKETING AND PUBLICITY – EVENT LEADER WILL GIVE MARKETING DIRECTOR LIST OF ITEMS NEEDED AT LEAST 18 MOUNTHS IN ADVANCE OF THE EVENT AND WILL COORDINATE WITH MARKETING ON MEDIA COVERAGE.

CLUB PUBLICATION – EVENT LEADER WILL GIVE COMMUNICATION DIRECTOR BRIEF SUMMARY OF EVENT, DATE, LOCATION AND TIME FRAME AT LEAST 18 MOUNTHS IN ADVANCE AND PROVIDE A BRIEF SNYOPSIS OF WITHIN ONE MONTH EVENT AFTER.

PHOTOS BY __Don __Pribble_____ PHONE: _____

Budgeted Cost Per Participant: __\$3999

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

Bogus Basin Ski Club - St. Moritz Invoice: _____

Less Credit Card (Sandra Hufsmith)	<u>\$(750.00)</u>
Less Credit Card (William Hall)	<u>\$(750.00)</u>
Less Credit Card (Mary Pribble)	<u>\$(2,000.00)</u>
Less Credit Card (William Hall)	<u>\$(1,500.00)</u>
Less Check # 108:	<u>\$(61,620.00)</u>
Final balance due:	<u>\$1,600.00</u>

Balance due was paid on 12/12/2019

OVERALL COSTS (PER contract or estimated):

Other cost Mailing	Mail	45.75
	Money Exchange	28.77
	Printing	6.95

EVENT RECAP & LESSONS LEARNED: The \$857.95 Should be accounted for in a separate code account to be used on trips not into the general account

HOW MANY VOLUNTEERS ASSISTED: All

HOW MANY PEOPLE ATTENDED__40_____

LESSONS LEARNED Start early

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: December 2018 have planning in place trip details and flyers ready

Action:

Next steps:

Date: January get approval from board

Action:

Next steps

Date: Start selling trip every were

Action:

Next steps

Date: March start taking deposits