



Bogus Basin Ski Club (BBSC)

EVENT/TRIP PLANNING & RECAP FORM

EVENT: Africa 2019

DATE: July 7-20 **TIME:**

WHERE: South Africa

SHORT DESCRIPTION: Stay at Amani Safari Lodge, Phinda Private Game Reserve, Cape Town

SPONSOR(S):

PHONE:

EMAIL:

EVENT/TRIP LEADER: Roxann Jensen

PHONE: 208-344-2648

EMAIL: roxskibike@gmail.com

Assistants

NAME:

PHONE:

NAME:

PHONE:

NAME:

PHONE:

NAME:

PHONE:

NAME:

PHONE:

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

NAME OF ORGANIZATION: Mammoth Safaris, Cape Town South Africa

NAME: Alastair Kilpin, Owner

PHONE:

EMAIL: alastair@mammothsafaris.com

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:Roxann Jensen
PHONE: 208-344-2648
EMAIL: roxskibike@gmail.com

BUDGETED COST PER PARTICIPANT: \$7500 + air

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): \$7500 per person + air

LODGING:arranged by Mammoth Safaris

TRANSPORTATION:arranged by Mammoth Safaris

LIFT TICKETS:

WINE & CHEESE PARTY:

EVENT RECAP & LESSONS LEARNED:

HOW MANY VOLUNTEERS ASSISTED none

HOW MANY PEOPLE ATTENDED (APPROXIMATELY): 6

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: 1 year in advance

Action: contact Mammoth Safaris to provide a proposal

Next steps: present proposal to Board

Date: 11 months in advance

Action: send out information to members

Next steps get sign ups

Date: 10 months in advance to hold lodging

Action:

Next steps

Date:

Action:

Next steps

Date:

Action:

Next steps

Date:

Action:

Next steps

Date:

Action:

(Expand as needed)