



TSCRA Ranch Gathering Guide

Timeline Guide for Participating in a TSCRA Ranch Gathering

TSCRA Coordinator: Brooke Boddy Messer
800-242-7820, ext. 123, or bmesser@texascattleraisers.org

Five to Six Weeks Before Event

___ Secure date

- Responsibility of all involved (Coordinator: Brooke Boddy)
- Make sure date is secured with RAP team leader (or other volunteer coordinating the event), sponsors, hosts, TSCRA HQ, Special Ranger, and County Agents

___ Secure location

___ Secure times

___ Put date, location and times on TSCRA website (TSCRA Staff Responsibility - Brooke)

___ Begin drafting invitation (coordinated effort by all involved, but staff ultimately creates it)

___ Secure Budget

___ Secure Sponsors and Hosts (if need be) according to budget.

- First, determine if there will be a host or hosts for event (Coordinated effort by all involved)
- Determine who will find sponsors (coordinated effort between staff, host, RAP Leader and Special Ranger)
- Get logos for invitations. (TSCRA Staff Responsibility - Brooke)
- Determine how to invoice. (TSCRA Staff Responsibility - Brooke)

___ Determine and acquire mailing list

- TSCRA Database of members and potential members, County Agents lists, TSCRA members lists, etc. (TSCRA Staff Responsibility – Brooke and Special Ranger)

___ Advertising. Use press release template (TSCRA Staff Duty – Brooke and Carmen)

___ Determine mail drop date ___/___/___ (TSCRA Staff Responsibility – Brooke)

- No later than 3 weeks before event

Four Weeks Before Event

___ Develop invitation/flyer (TSCRA Staff Responsibility – Brooke)

CHECKLIST FOR INVITATIONS: TSCRA Staff

- Location name, street address, city, state
- Date
- Time
- RSVP phone number and email address
- Get approval from all hosts, volunteers and sponsors participating
- Send extra copies to hosts, County Extension Agents, Special Rangers, sale barns and sponsors (depends on who all is involved)

___ Invite all officers and local area Directors

- If officers (or Eldon) are attending, make sure they are on the program if they so choose.

___ Print invitations/flyers, applications (TSCRA Staff Responsibility – Brooke) COST: _____

___ Secure caterer Name: _____ COST: _____ Phone: _____

___ Secure entertainment (if any) Name: _____ COST: _____ Phone: _____

___ Determine Decorations and Event Specifics

- Tables, chairs, table cloths, flowers, fans, etc.
- Cold drinks vs. alcohol, etc.
- Secure Door Prizes (Coordinated effort, especially Special Ranger and RAP Leader)

___ Notify Jason Skaggs and Carmen Fenton about the event so they can invite local politicians and press coverage (TSCRA Staff Responsibility – Brooke)

One Day Before Event

- ___ Confirm volunteer/duties/arrival time/directions
- ___ Checks written for all Vendors (TSCRA Staff Responsibility – Brooke)
- ___ Box of supplies – for TSCRA Staff travelling to event
- ___ Name tags (Blue for members/Red for nonmembers)
- ___ Sign in sheets
- ___ Sharpies (for name badges)
- ___ Pens
- ___ Envelope for collecting new member applications and payments
- ___ Signs (sandwich sign and other directional signs with stakes –as ended)
- ___ RSVP list
- ___ Masking, scotch, duct tape
- ___ String
- ___ Rubber bands
- ___ Clip Board
- ___ Scissors
- ___ Safety Pins
- ___ Batteries
- ___ Other _____
- ___ Decorations
- ___ Table cloths, flowers, etc. depending on venue
- ___ Literature
- ___ Membership applications with event ID in “rec by” blank (from mailing)
- ___ Upcoming event literature (BQA/School/Convention/ Fall-Summer meetings, etc.)
- ___ Any sponsors literature sent ahead of time
- ___ Extra flyers

___ Other literature (Insurance/brochures/signs/etc.)

___ Other promo stuff

___ Door prizes/tickets

___ Give aways (stickers/calendars/chapstick/ etc.)

___ Metal signs (with Bayer stickers if doing)

___ Plastic signs

___ Other

___ PA system

___ Laptop/computer table

___ Table/s for registration

___ Screen

___ Banner

___ TSCRA table cloth

___ Booth

___ Camera

Day of Event

_____ Go early – time depends on host and set up needs

_____ Registration set up

_____ Trash cans

_____ SITE set-up

_____ Bar (locates across from entry)

_____ Food

_____ Determine speaker site (discuss with host, speaker)

_____ Check microphones, podium, lights, etc.

_____ Place signage

_____ Assist Caterer if needed

30 Minutes Prior to Sign-In Time

_____ Greet volunteers, explain duties

EVENT

- Crowd flow
- Cue host/speaker @ speech time
- Collect checks/lists/nametags at end of event

HAVE FUN and Sign-UP New Members!!!

Follow-up - TSCRA Staff Duties

___ Report to RAP lead, lead volunteer, sponsors, officers

___ Thank yous....sponsors, hosts, volunteers, other?

___ Money/ membership applications to TSCRA to Amanda for processing

___ Photos to Kristin for website

___ Enter in sign sheets

Event Summary

Number invited to event: _____

Number in attendance: _____

Contributions: _____

Total cost of event: _____

Total amount raised: _____