

BACK COUNTRY HORSEMEN OF IDAHO

Convention Planning/Actions

January 26, 2013

3/15 Friday 0800 – 0500
Responsibilities

Board of Directors (BOD) meeting (North Star room)
 Agenda - State Board of Directors (SBD)
 Meeting space – SBBCH
 Refreshments – Riverside Hotel – State to pay SBBCH \$100
 Lunch – on your own

0800 – 1200

Foundation meeting (Quiet Bar room)
 Refreshments – Riverside Hotel (North Star room)
 Lunch – on your own

3/16 Saturday 0730 - 1630
Responsibilities

Convention – Theme: Partnerships, Clear Trails
 8:30 – 12:00 Business meeting – SBD (North Star room)
 Lunch – on your own
 1:00 – 5:00 Convention – SBBCH (North Star room)
 Banquet – SBBCH (Ponderosa/Tamarack rooms)

Logistics Chair – Robbin Schindele

Convention location, lodging & meeting rooms	R Schindele	Riverside Hotel	√Done
		Negotiate room rates (cut-off date 3/1)	√Done
		Idaho Preferred Grand Breakfast Buffet (continental breakfast included in room rate - Riverside Grill – opens at 6 AM; Sunday brunch included for Saturday night stays	√Done
		Print map of hotel layout	
		Signage identifying locations for registration, meetings, exhibits, vendors – Riverside Hotel	
		Meeting room price based on lodging numbers	√Done
Break buffet		One in morning, one in afternoon (each day); menu determines price (\$3-\$5 per person)	
Lunch		Print list of places & map	
Registration		Fireside foyer – meet & greet	√Done
Exhibits/vendors		Tamarack room Photo, chapter displays, auction items; vendors (detailed below)	√Done
Banquet	R Schindele	Ponderosa/Tamarack rooms	√Done
		Menu selections 1 week before event; determines cost (chicken, beef, fish)	
		Guarantee number required 3 days before event; 5% above guarantee prepared	
		Meal tickets – Riverside Hotel	
		AV equipment – Riverside Hotel	
No host bar		Ponderosa room – Riverside Hotel	√Done
MC	P Ryan		√Done
Photographer		L Hays, J Lemon, L Paul (?) Must be available throughout the day & evening on Saturday	
Volunteer coordinator		Phone calls to members; contact Treasure Valley & Boise chapters for volunteers	
Cell phones		Load everyone's number on all cell phones	
Thank you notes	J Townsend	Mayor (?), vendors, speakers, entertainer, donors, judges, volunteers	

Advertising Chair – Robbin Schindele

Website postings	R Schindele, R Adams	SBBCH	√Done
Newsletters			
Radio stations/TV		Public announcements (?)	
Newspapers			
Broomtales			
Vendors	R Schindele	Cate Kurtz – Saddle maker	√Done
		Rocking JB	√Done
		Spirit Horse Enterprises	√Done
		Outfitters Pack Station	√Done

Program Chair – Phil Ryan, Robbin Schindele

Emmett Mayor (?)		Welcome remarks	
Speakers	P Ryan	Rob Mason – SBFC Foundation (30 min)	√Done
		Leo Hennessey – Idaho Parts & Rec (15 min)	√Done
Cowboy Poet	R Schindele	Sam Matisse - \$150 for 1 hour	√Done

Program - Marybeth Conger, Kay Ryan

Layout	M Conger K Ryan		√Done
Contents		Cover page	√Done
	J Townsend	Welcome paragraph	
	R Didier	Business agenda	Draft
		Convention agenda	Draft
		Chapters	Draft
		Acknowledgements/Donations	Draft
		Rules	√Done
Printing	E Knapp C Lox	Cover page may need to be printed by Robbin	

Registration Chair – Bill Conger, Chapter members

Registration form	R Schindele	Establish rate	√Done
		Layout	√Done
		Post on website; send to chapters	√Done
		Chapter refund policy (death, illness)	√Done
Information flyer	R Schindele	Distribute to all BCHI members	
Pre-registration	B Conger	Receive money	
		Create registration list	
Banquet registration only	R Schindele	Cost - \$33	
Registration desk	M Berggren G MacDonald J Townsend	Fireside Foyer – 7 AM – 6 PM – Saturday only	
		Pre-registration list	
		Cash box & change needed for late registrants	
		Distribute packets	

Packets – Marybeth Conger, Kay Ryan

Packet bag	M Conger K Ryan	Uline or Gem State Paper	
		Logo sticker	Designed
		State/chapter logo sticker	Designed
Contents		Convention program (see above)	
		Hotel layout map	
		Lunch list & map	
		Name badge (using SBBCH stock)	82
		Meal ticket – Riverside Hotel	
		Door prize ticket	
		Auction paddle with logo	
		COC handouts	
		Pad of paper	43
		Pencil or pen	
		Cowboy beans (bags, beans, cards)	42
Soap (150)	Ordered		
Vendor catalogs			
Assemble packets	SBBCH	March 10, Holt's home	

Door Prize Chair – Kay Ryan, Charles Lox

Collect prizes	C Lox	Get business cards to acknowledge	
Accounting	K Ryan	Determine quantity	
		Store in North Star & Tamarack room	
		Create list of items	
		Wrap & number	

Auction Chair – Kay Ryan, Marybeth Conger, Charles Lox

Display location		Tamarack room	√Done
Collect prizes	C Lox	Get business cards to acknowledge	
Certificate	R Schindele	Donation acknowledgment	
Accounting	K Ryan M Conger	Determine quantity	
		Create item descriptions	
		Number items & list	
		Prepare bid sheets (pens at each sheet)	
Bid paddles		In packets	
Payment methods		Announce at meetings (cash or check only)	
Auctioneer	B Conger	Auction items	
		Item descriptions	
		Acknowledge donations	
Auctioneer assistant	M Conger		
Bid spotters		Minimum of 4 needed (Boise & TV members ?)	
Tally keeper/cashier (min 2)		Registration list	
		Auction item list	
		Cash box	√Done

Photo Contest Chair – Ellen Knapp, Lou Ann Gaskell

Photo display location		Tamarack room	√Done
Display boards	R Adams		
Contest	E Knapp	Rules	√Done
		Categories	√Done
		Category labels	
		Tables – Riverside hotel	
Photo identification tags	E Knapp	Extras needed for missing ones	
	L Gaskell	Scotch tape, scissors	
Judges	E Knapp		√Done
Ribbons	L Erickson	1 st place – 6 needed	
		2 nd place – 6 needed	
		3 rd place – 6 needed	
		People's Choice – 1 needed	
		Container for People's Choice entries	
		Paper & pens for People's Choice	

Chapter Display Chair – Terry MacDonald (?)

Chapter display location		Tamarack room	√Done
		Tables (8 4x8 size, power strips)	
ContestChapter display rules	K Ryan	Rules	√Done
Judge	P Ryan	Victor Haight	√Done
Presentations		1 st place - \$250 (from State) & traveling trophy	
		2 nd place - \$150 (from State)	
		3 rd place - \$100 (from State)	

Vendors Chair – Robbin Schindele

Location		Tamarack room	√Done
		Space size limitations	
		Access for unloading	
		Availability to site	
		Access to power	
		Tables – Riverside Hotel	
Vendors packets		Map of location	
		Program	
		Certificate of acknowledgement	

Decorations Chair – Kay Ryan

Banners	P Ryan	State	√Done
		Chapter locations	√Done
		Partnerships – Clear Trails	√Done
		Give to hotel day before event to hang	
Registration table		SBCH banner	
Table decorations (individual)	K Ryan	Horse planters (7 large, 6 small)	√Done
		Horse treats/cubes	
		Plants	
		Chocolate horse suckers	
		Auction off	
Head table	K Ryan	2' risers, seats 10	√Done
		Western style baskets	√Done
Decorating committee (min 3)		Room available at 4PM	√Done
		M Conger to oversee	

Neck scarves,
Place mats

**** ADD 20% SERVICE CHARGE TO ALL HOTEL COSTS + 6% SALES TAX