

Chairman's Planning Guide

<u>Chapter Name</u> Gurnee	<u>Chapter Number</u> 930	<u>State</u> Illinois	<u>State Number</u> 12
<u>Chairman's Name</u> Kevin Burkert		<u>Project Name</u> Gurnee Eight Ball Pool Tournament	
<u>Chairman's Address</u> 2408 SE Thornwood Lindenhurst, IL 60046		<u>CPG Category</u> Chapter Management / Fundraising	
<u>Chairman's Home Phone Number</u> (847)-271-5659		<u>Supervising Chapter Officer</u> Kevin Burkert	

- 1) State one purpose why you want to run this project.

To raise funds for the chapter's operating budget in a friendly inter-region competition.

- 2) Give a brief description of the proposed project and background information. Follow this with a listing of the specific and measurable goals to be accomplished by this project.

The first annual Eight Ball Pool Tournament will be held at Noon till ~5:00pm Jun 26th at the Cue N You Billiard Hall, at the corner of Rt 120 and US Rt 45, Grayslake. Offering a classy atmosphere, good service and a staff who really is excited about billiards, this perfect backdrop to a lazy day in the air conditioning, socializing with friends from throughout the region, and promoting the Jaycees to prospective members. Prizes include first and second place partners, last place partners, door raffles and a 50/50 raffle.

The measurable goals to be accomplished by this project are as follows:

Goal 1: Raise \$250

Goal 2: Involve 5 other chapters in the fun

Goal 3: Activate 2 and recruit another 2 new members to the Gurnee Chapter

- 3) What are specific manpower assignments? (Show names and duties.)

Project Chairman:

Name: Kevin Burkert
 Address: 2408 SE Thornwood
 Lindenhurst, IL 60046
 Home Phone: (847)-271-5659
 Duties: Organize project.
 Delegate assignments.
 Oversee project.

Individual Development Vice-President:

Name: Eric Eidbo
 Address: 4244 Greenleaf, #301
 Home Phone: Park City, IL 60085
 Duties include: Preliminary CPG, Support as requested
 Web Site Promotion

Publicity / Promotion:

Name: Sheri Mikels
Address: 31228 73rd Street
Salem WI 53168
Home Phone: (262) 308-0321
Duties: Arrange Prizes.
Produce Flyers and Tickets.

- 4) What specific materials, supplies, and resources will be required?

<i>Materials/Supplies</i>	<i>Jaycee Member Responsible For Getting</i>	<i>Date Needed</i>	<i>Donated, Owned, or Purchased</i>	<i>Estimated Cost</i>
CPG Copies	Eric Eidbo		Donated	\$2
Flyers & Tickets	Sheri / Bill	4/	Donated	\$50
Prizes	Sheri / Kevin		Donated Purchased	\$300 \$80
Pool Hall	Kevin / Bill			\$7/person

List names and addresses of suppliers, who to contact, and what materials/supplies you are getting from them.

Contact: Kevin Adams
Company Name: Cue N You Billiards
Address: 1858 Belvidere Rd.
Grayslake IL 60030
Phone Number: 847-548-8980
Materials/Supplies: Pool Hall Rental / P.A. Announcements
Tournament Coordination / Referee
Door & Tourney Prize Donations

- 5) Describe the potential problems and solutions to successfully complete this project.
- a) **Problem:** Too few participants to raise funds (or even to break-even)
Solution: Promote Early and Often, at least 5 to 10 visitations
 - b) **Problem:** Tournament is poorly organized
Solution: Meet with Manager (Kevin) on all details 1 week prior

- 6) Complete a Proposed Budget indicating all anticipated income and expense.

Income	Proposed
Value of Donated Items	
CPG Copies, Flyers and Tickets printing	50.00
Prize Donations	300.00
Profits from 50-50 Raffle	100.00
Entry Fees	480.00
Total Income	930.00
Expenses	
Table Rental (\$7/person)	252.00
Prizes	80.00
Value of Donated Items	
CPG Copies, Flyers and Tickets printing	50.00
Prize Donations	300.00
Fundraising Proceeds to Chapter	248.00
Total Expenses	930.00

- 7) List the specific steps to bring this project to a successful completion showing planned dates for each step.

Date	List
a) 5/7/05	Contact Kevin to firm up an agreement for the hall / pricing
b) 5/18/05	Approve/discuss final project proposal at GM
c) 5/20/05	Chapter social at the hall to come up with ideas and play pool/darts
d) 5/22/05	Finish Flyers, Tickets
e) 5/25/05	Acquire pool cues prizes for 'props' promoting project
f) 5/23/05-6/20/05	Maximize region hits to promote the Tourney
g) 6/19/05	Complete Prizes Collected
h) 6/19/05	Meet with Kevin at the hall to discuss mechanics
i) 6/26/05	Arrive by 11:30 to set up, decorate and fix last minute issues

8) Record any revisions of the original plan.

<u>Date</u>	<u>Description of revision</u>
6/19/05	Whoops – 2 nd prize looks better than 1 st !!! Add cases for cues to 1 st place prize Add 'booby' prizes for the first team out
6/22/05	Hmmm... lots of people coming just to visit, not play Add a donation jar for visitors to get into the door raffle

9) What changes or recommendations do you have for future chairmen?

- a) Promote another 2 weeks earlier, especially to larger chapters!
- b) Offer a discount!!! Early Ticket Sales for the win!!!
- c) Repeat the event in the off-season, summer days are distracting.
- d) Ensure 1st prize looks better than 2nd, and promote the prizes!
- e) Advertise as Scotch Doubles, Blind Draw, so that members get to socialize with other people they rarely see or hadn't met before.
- f) Plan the timing carefully! Double Elimination ran 9 hours!
- g) Emphasize race-to-three so that everyone knows they won't be knocked out, right away in one game.
- h) Food wasn't available till 4pm – be *certain* to coordinate a cash menu or offer food / drink tickets?
- i) Remember comps to state and national guests.
- j) INVITE PROSPECTS EARLY AND OFTEN.
- k) Send attractive women along with the handsome men to all visitations.

10) Give specific and measurable results for each goal established.

Goal 1: Raise \$250

Result: Partially met – raised \$79 and covered expenses

Goal 2: Involve 5 other chapters in the fun

Result: Partially met – Wheeling, Northbrook, RLA, Mundelein all participated!

Goal 3: Activate 2 and Recruit 2 new members

Result: Partially met – Lori joined, several inactive members participated

Describe the impact of this project on the chapter, individual members, and the community.

Impact of project on Individual:

Individuals learned how a “Scotch Doubles” tournament is conducted, practiced their pool skills and had a great time socializing with other members from their own chapters and several other chapters in the region.

Impact of project on Chapter:

The chapter earned \$79, but more importantly learned to work as a team to promote and execute a successful region-wide project in partnership with a local business.

Impact of project on Community:

The community is strengthened by a renewed commitment to the Jaycee mission by the entire chapter, and the chapter is \$79 stronger in being able to serve the community.

*Complete an Actual Financial Statement. It should include proposed and actual income and expenses.

Income	Proposed	Actual
Value of Donated Items		
CPG Copies, Flyers and Tickets printing	50.00	50.00
Prize Donations	300.00	300.00
Tickets for 50-50 Raffle		6.00
Profits from 50-50 Raffle	100.00	37.50
Entry Fees	480.00	270.00
Donations (Non-Players – Door Prize entry)		25.00
Total Income	930.00	688.50
Expenses		
Table Rental (\$7/person)	252.00	133.00
Purchased supplies (itemize below)	80.00	
“Booby” Prizes (Dartboards)		21.38
Second Prize – Fireworks, Coolers Pop & Chips		51.76
Second Prize – Adult Beverages		25.19
Second Prize – Camera & Chips		1.33
First Prize – Pool Cue Cases		20.00
Value of Donated Items		
CPG Copies, Flyers and Tickets printing	50.00	50.00
Prize Donations	300.00	300.00
Tickets for 50-50 Raffle		6.00
Fundraising Proceeds to Chapter	248.00	79.84
Total Expenses	930.00	688.50