

POUGHKEEPSIE



BASEBALL

Committee/Event leader fact sheet

Event/Project Name: Awards/Dinner Night

Event/Project Description:

1. Need to reserve Hall (2009 - Villa Borghese)
2. Open to players 9-19
3. Need to make up flyers to begin collecting money.
4. Allow 4 weeks before event to collect.
5. \$500 deposit needs to secure room. No minimum.
6. Advertise in Managers packet
7. Print up extra flyers to pass out at Evaluation day, Picture Night.
8. Need to secure a guest.
9. Make sure Trophies are ready.
10. Need door men. To keep kids in the room
11. Need pictures from season.
12. Need screen from Villa Borghese to show pictures
13. Possible 50/50
14. Need MC - Whole Board

Amount of time devoted: approximately 40 hours

Hall was reserved in November

Trophies need to ready by this date.

Special guests should be secured before flyers go out.

Opportunity for donations

Total amount of time in receiving envelopes, checking off names, seating arrangements (by team) - Board sitting upfront. Is roughly 30 to 40 hours.

Amount of people needed to complete project: 12-15

Amount of people involved should be the board plus the events/fundraising committee

Costs involved in your project/event:

Deposit of 500 at the time of booking.

\$22 for adults

\$17 for 9 -12

\$10 for 4-8

Timing of your event/project: Ideal would be after championship Saturday and before All stars but need to make sure that school is out for the summer. The event would normally be on a Monday or Tuesday night.

Overall Comments and things to be aware of prior to event:

Last year we had 420 guests join us for the end of season banquet. When planning splashdown, we didn't subsidize the adults where as at Villa Borghese, we did subsidize the event. Going forward, let the adults pay the full price which could have helped with our bottom line.