

DPMS Panther Arms and DIVA WOW Ladies AR-15 Clinic

Saturday, Oct 23, 2010 Quail Creek Range

NEXT MEETING

Thursday, July 22 6:45 to 9p RSVP to Cheryl Long

Dallas Gun Club Clubhouse

3601 South Stemmons, Lewisville TX 75067 (physical address)

Link to map... <http://www.dallasgunclub.com/html/map.htm>

We will start business at 7p

Please order food promptly...dining room closes at 7:30

Bar Available

Club CLOSSES at 9p

1st Committee Meeting Report

June 15, 2010 Champps Patio, Addison 7p

Those attending: Cheryl Long, James Darst, Judy Rhodes, Caleb Causey, Andrew Brandy, Ray and Liz Grimes, Dave Biggers, Shelly Haffley, Virginia Griggs, Kyle Omberg, Will Harris, Gerry Padgett, Wenter Blair, Marietta Johnson, Kim James, Chris Rainey.

(Topics will be listed as we discussed them. This information may not be perfectly correct...probably isn't. But please read over all, especially YOUR section. Please send me any corrections, edits or additions to update the report.)

James Darst Co-Chair

RO's

Has a good group of instructors/safety officers already gathered YEAH!

We will order plastic name badges for those who don't already have one

Range Coordinator

Is working with Chris Rainey, of Quail Creek Range

Clinic lay-out

- I Class room
- II Demo
- III Live Fire
- IV Side Games for raffle tickets
- V Food, vendor, sponsor areas
- VI Parking
- VII Banos

Tent rental in lieu of pavilion for dining/vendors/sponsors/registration

Dallas Party Tent & Event (How much room will the range have for the tent set up?)

30'x90' seats 244 \$1,050

30'x105 seats 262 \$1,225

40'x 80' seats 266 \$1,175

60'x60' seats 299 \$1,475 (all have an anchor charge of \$140 to \$165, do we need that?)

Amy Murphy, Marietta Johnson and Sylvia Hastedt

Will work with James as Range Coordinators during the event

Judy Rhodes Co-Chair

Sponsorships

Set Sponsorship levels with Wenter Blair
Find Sponsors for Tent, Lunch, Water, T-Shirts, Kick-off Party, After Party
Gather the funds

Known Sponsors

DPMS
Remington
Trijicon
Altus Brands (Pro Ears)
XS Sights

Make Sponsor Banners; request banners from sponsors if they already have them

Signage for directions at the range and to the range.

Design and order T-Shirts

Event T-shirts will be included in all participants' bags. We will get sizes when they register online. All sponsors names will be included on back of shirt.
The participants will receive one color tba, RO's will have RED shirts, volunteers another color?

Transportation

Find carts to move people to/from parking area
Carts/volunteer drivers needed for range

Flyers/posters

Design with Cheryl Long + Website & Email Registration Flyer

Cheryl Long Co-Chair

Registration with Judy Adams

Online registration
\$50 per person NO REFUNDS
Will set a cut-off date for online.
(should we have a pre-registered price of \$50 and a late registered price of \$60?)
Will create a wait list
online will include t-shirt size
online will include morning or afternoon preference
online will include lunch option for non-shooting guest \$20
rubber wrist bands for paid participants
Liability Waiver at sign in
Goodie bag or T-shirt given after signing waiver.
16 min age (must be accompanied at all times by adult 21 years. This is not a child's event.)
150 max participants
Half shoot the morning; half shoot the afternoon;
everyone is included for lunch, kick-off party, after party
Volunteers wanting to shoot must register and pay.

Need to set range fee per person with Chris Rainey

Scheduling

Cheryl Long with Shelly Haffley

Need volunteers to work the registration desk, both for morning and afternoon groups
Waivers, t-shirts, wrist bands, any walk ups, or repeat session (for \$35?)

Financial

Pearl Silvey, Linda Green, Mari Juarez

Budget

Pearl, Judy, Cheryl

Pearl

Reconcile online registration payments with Cheryl

Approve all purchases in advance that are to be reimbursed

Send reimbursement checks in a timely manner

Linda

Have cash bag for change or emergencies

Have credit card slips for registration, membership, raffles, DIVA Store

Make a report of all transactions and final profit and expense sheet

Mari

Collect all cash/check/cc transactions the day of the event and turn into Pearl or Linda

Promotions

Lea Ramthun (with DPMS), Kelli Dietel, Cheryl Long, Judy Rhodes, Shelley Haffley

LEA

Through business contacts. Will advise us

Kelli

Flyers distributed...Kelli, let me know what you are going to do. Know anyone at FOX 4?

Cheryl

Email and Constant Contact (If any of you have connections for TV, newspapers, magazines and professional groups, please send registration and event info to them or send me their email and I'll send it to them.)

Judy

Ray Sasser at DMN and ?

Shelley

Wizard will give regular updates on FB and other social networks about event and registration.

Photography/Video/TV/Radio (during event.)

Lynne Green (Have not yet confirmed)

Green Girl Photography is her business. She does an excellent job, but does charge for her work...it is affordable!

Volunteers

We will also need to have lots of casual photography, so we need volunteers for that.

I don't know who to contact for Video/TV/Radio coverage. Any suggestions?

TV shows

This would make for a great episode on a show like Guns and Ammo or Shooting USA. Anybody got connections?

Set Up and Tear Down

Caleb Causey, Dave Biggers, Kim James, Marietta Johnson, Cheryl Long and a cast of thousands.
Deb Smith

We will coordinate more volunteers with you.

Marietta and Kim

Pick up from DIVA storage Friday morning, drive to Quail Creek (about 1 1/2 hours?)

Set up at 1p (Chris Rainey has already OK'd the set up Friday)

Will tent be up on Friday? That morning or Thursday afternoon?

Will we need to set up tables and chairs (rented) or will the rental company do that?

Hang signs, put up registration tables

Bring extra t-posts for signs

Ask Sylvia if we can use her horse trailer and Chuck's PA system.

Decide on day to load back into DIVA storage.

Parking during event

Chris Rainey

He is checking with range's nearby neighbors for permission to park...limited parking at range.

Food/Beverage

Morning Coffee/Snacks

Kim James

Water/drinks

Caleb Causey and Shelly Haffley are looking for donations of water.

We will need ice chests from DIVA Storage

Lunch

Wenter Blair

Has several really good connections for delivered lunch from \$10 to \$15 pp

She wants to know her budget in advance.

Cost will be estimated for 250 people \$2500 @ \$10 or \$3750 @ \$15.

We would like to have the lunch sponsored or co-sponsored.

Vendors

Angie Patak, Sandra Patak

Please amend our vendor agreement for this event and send to vendors.

Make arrangements for location of each vendor in advance.

Notify that they need their own table, chairs and display. (and possibly their own cover)

Notify them of the setup time Saturday morning

Collect raffle donations and give to Megan Huff

No Electricity for vendors (sorry, none available without really long extension cords)

We'll find out how much space is available in tent. We may need to have vendors set up nearby in pop up covers.

We are asking for \$200 value for raffle

Vendors are invited as our lunch guests.

Can be same vendors as regular clinic (not sure about molded ears as Pro Ears owner will be there.)

Not sure about suppressed rifles (Brent and Candyce Hemphill, Dark Horse Arms) Chris is checking with range to see if we can shoot them. They can be there as a sponsor and special raffle donor.

Known Vendors

DIVA Store

Prato

Thoroughbred Rifles (Special Raffle)

Johns Guns (aka Dark Horse Arms, Special Raffle)

Pro Ears

Raffle at Lunch

Megan Huff

Set up raffle table like regular clinic

Sell tickets

Gather items from vendors and other items donated

How many volunteers do you need?

Special Raffle Items

Jewell (Shelly Haffley's niece) She will need at least one more person helping her.

Set up display with items

Sell tickets, keep separate from regular raffle

I Thoroughbred Custom Rifle

II Turquoise & Crystal Necklace

III Dark Horse Arms Suppressed Ruger 1022

IV DPMS AR-15 (is this where we want to have the AR-15 set up for raffle?)

Hospitality

Liz Grimes, Sondra Light, Jackie McGinnis, Denise Ferrill

You will be our meeters and greeters and guides.

You need to know where everything is located on the range (especially the ladies banos!)

DIVA Membership

Liz Grimes, Kim James, Kimberly Manuel

Have membership applications available

Bring pre-made new member packets for anyone who joins that day (including new roster)

Bring spreadsheet of membership for those wanting to know their status and can renew

Do we want to offer the \$50 new membership during this clinic?

Make sure all information on paper registration application is LEGIBLE!!!!!! In fact, have them enter their email address twice...really!!!

DIVA Store

Kimberly Manuel, Virginia Griggs, and more volunteers

Bring what we have from storage/Kimberly's

Judy is ordering some new items

How many tables do you need?

Set up shop!

Volunteers

Deborah Smith

We will send out a request

You can ask your regular volunteers

Each committee chair needs to let you know how many volunteers they want on their committee.

Host Hotel

Anginette Jorrey, Judy Rhodes

Finding a nearby hotel

Asking for group rate

Get that info to me asap.

Travel

Anginette Jorrey

Arrange Airport pick up for out of town guests if needed

Volunteers needed to do airport pu.

Kick Off Party

Anginette Jorrey, Wenter Blair, Judy Rhodes
Find location (Cabela's?)
Arrange food/drinks/drawing
Need RSVP person

After Party

Wenter Blair, Anginette Jorrey
Looking at Texas Motor Speedway (near both the range and host hotel and Cabela's)
Chris Rainey is asking the owner if we could have it at the range after hours.
Is everyone invited to this party?
Yes, there will be alcohol/food served.
Arrange food/drinks
? Need RSVP person?

INSTRUCTION (actual shooting)

Equipment Instruction (classroom)

Demonstrations

Range safety Officers

Will Harris
Gerry Padgett

Instructors

1. James Darst jdarst2002@yahoo.com
2. Andrew Brady lonestarmory@yahoo.com
3. Dave Biggers dbiggers@xssights.com
4. Doug Deaton dougd@plano.gov
5. Kurt Miller kam3gnr@yahoo.com
6. Bill Knight has not committed yet
7. Mike Harris mike.harris@thomson.com
8. Monte Long mlong@xssights.com
9. Trapper Swanson traprstsavoscout@netscape.net
10. Kyle Omberg kyle@firefightrecovery.com
11. Logan Loftin linescout@yahoo.com
12. Caleb Causey c_causey@hotmail.com
13. Gerry Padgett GDPadgett@drs-rsta.com
14. Steve Milam smilam@iphase.com
15. Will Harris Will.Harris@brinker.com

Equipment

DPMS

Trijicon

Altus Brands

10 Shooting Tables as needed \$499, 50% off after clinic at \$250) One is a raffle prize.

10 Benchmaster BLACK units (\$160, almost 50% off after clinic at \$75) Two as raffle prize.

25 Electronic Pro Ears units-Gold Series models. (\$320, more than 50% off at \$150) 2 sets as prizes.

(We need to inventory our ear muffs)

Remington for ammo

Safety

Janna Fincher

Medical

Lone Star Medics
Janna Fincher