

Notes from October 11, 2023 Shootout Brainstorming Session

From Leah and Rickey

November 16, 6:00PM Check presentation - Performance Boat Center

One liaison (Margie) for information to & from Leah & Rickey

3 new BIG sponsors

Money will be picked up every 2 hours by official runners

T-shirts will be done early this year to give time for prep/prefold/inventory

We MUST have inventory list (what was ordered from Gro Manufacturing) prior to Chamber date

Trucks will pick up the shirts and take them to Chamber for pre-folding/packing

Shirts will be folded, inventoried, and re-packed for first sale date –Party on the Strip

We think we'll need at least 2 days at the Chamber

**** Make sure no mfg. price tags are left on shirts****

Ideas discussed for the t-shirt sales:

Organize the t-shirts to maximize volunteer time and sanity, Colley's will provide sturdy table boxes (to be kept by CBFA- NOT given to Shootout organization) to be packed at the Chamber during pre-fold/inventory and will be loaded last on truck. Those boxes are all sales people will need to set up. Bobbi suggested less inventory on the tables, thus less to manage – we'll see how to incorporate that idea and find a better balance – maybe 3-6 of each size.

Assign roles to volunteers (see sample below), provide orientation (email, person to person)

Volunteer Management

Sign-up:

We will use Josh's google doc and get print outs for scheduling (available on the CBFA Website)

Send email blast to seek volunteers/remind of sign-up etc

Nancy Colley will work with Josh to update the online form and learn to print necessary reports

Margie will continue her volunteer recruitment & recordkeeping as always

Nancy Colley will transfer Margie's info into a format for distribution to volunteers

Key coordinators (Persons designated to organize & document specific activities within CBFA oversight for the Shootout i.e. Anchor management, Trapshoot, golf tournament, mini shootout, sandwiches, t-shirt sales, etc.) will recruit for their activities as in the past with drawing on Margie's lists as needed.

Scheduling:

We will use info from Margie's recruitment list, website sign-up, individual Key Coordinator recruitment to manage each supporting activity – not abandoning what has worked in the past, but building on it.

Leadership Team: Ron & Margie Frazier, Nancy Croft

Key Coordinators: (listed are the de facto coordinators of each area currently)

Sandy/Larry Triplett - MiniShootout Racers & Radar, Race Course (Larry), Sandwiches, Dock

Mark Jost – Anchor Management

Nancy/Mike Colley, Debbie Headley, Sharon Walker – T shirt Sales/Inventory

Joe Kobolt & Tom Headley – Truck Inventory management

(volunteer?) – Patrol Boats

(volunteers needed?) - Golf Tournament and Trap Shoot

T-Shirt Sales

We will schedule for specific roles on the sales floor:

- **Lead** – Person designated to manage the floor, communicate with sales floor people & Truck Inventory, mark inventory cards on the tables, serve as added money counter, potty relief
- **Cashier** carries out cash transactions, guards cash box counts money with 2 others for handoff to money runners
- **Sales person** – stays at assigned area to help customers in assigned section (2-3 tables?) works with a specific personal shopper
- **Personal Shopper** – supports sales person by holding merchandise & moving with customer to other sections then completing sale, works with a specific sales person
- **Squares**- conduct credit card sales for assigned section, run cash to the cashier when needed
- **Stocker** – replenishes stock on tables in assigned sections (stock under tables or behind) notifies Daily Lead when stock needs to come out of truck, potty relief as needed

Additional Thoughts from Group

PRICES are getting too high, especially on some items

Consider additional items: decals & stickers, beach towels, coozies, patches, onsies and additional infant/toddler & youth t-shirts

Please spread the word about the CBFA website – lots of important information there!

www.coffmanbendfire.com