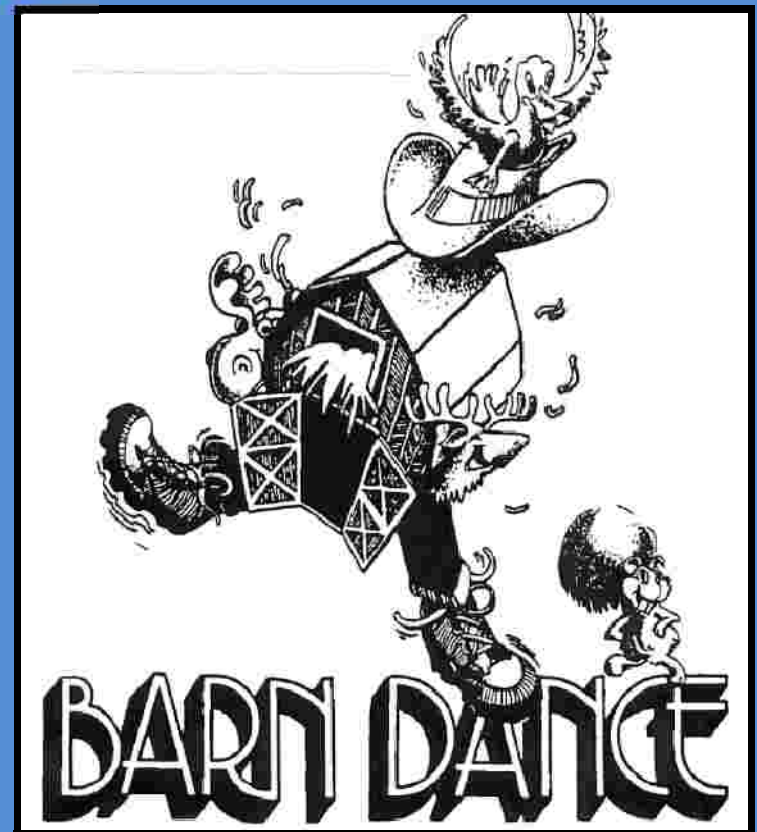
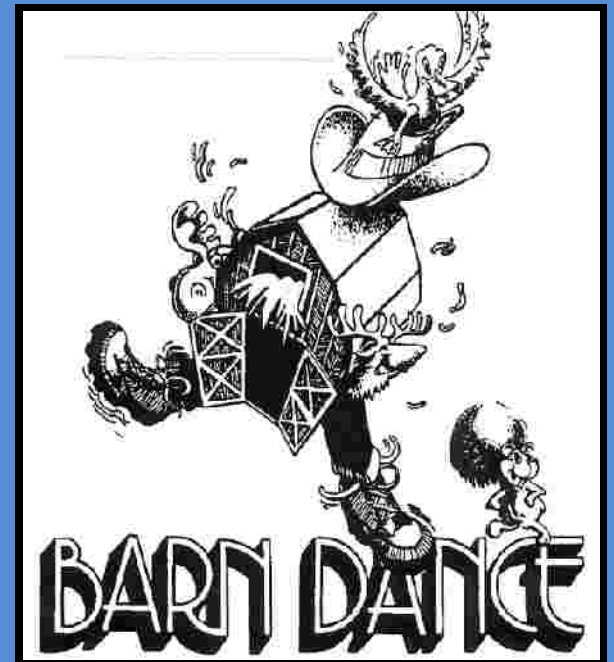


Get ready for....

....a rompin' stompin'
kick up your heels
night of old
fashioned
country fun!!!



Everything you need to know to host this annual fundraiser!



What fundraiser????

Kent Conservation District's



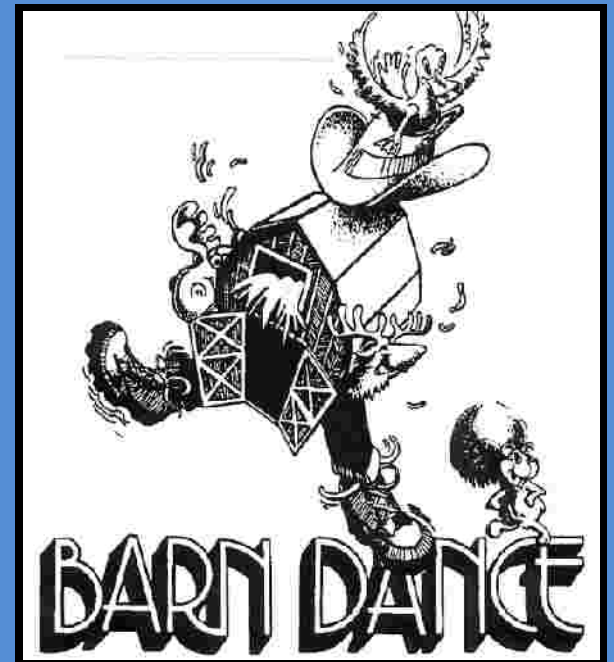
Annual

Fundraiser

All proceeds benefit the Delaware Envirothon!!!

Barn Dance Activities

- Dinner
- Beverages
- Entertainment
- Auctions
- Dancing



History

- NACD Annual Meeting (1997 – Kansas City)
 - Marketing/outreach breakout session
 - Event-in-a-Box
 - Timeline
 - Instructions
 - Sample materials
- \$350



Getting Started

- Preliminary Planning Meeting – 1 year out
- Chairperson & Committee Assignments
- Get to Work!!

Committees

Chairperson

- Publicity
- Food/Beverages
- Ticket Sales
- Auction
- Volunteers
- Facility
- Entertainment
- Finance

Chairperson

- Overall Coordinator
 - Keep on task
 - Planning meetings
- Sponsor Letters
- Welcome Message
- You Have ALL The Answers!

Publicity Committee

- News Releases

- Save the date
- Tickets on sale
- Event reminder
- Post event

- Flyers

- Save the date
- Tickets on sale

- Email Campaign

- Coworkers
- Board members
- Sister agencies
- Guests

- Event Signage

- Sponsors
- Directional

- Thank You Ad

**NEWS FROM THE DELAWARE DEPARTMENT OF
NATURAL RESOURCES AND ENVIRONMENTAL CONTROL.**

Sept. 8, 2008
Vol. 38, No. 409

For more information, contact Michelle Jacobs, Community Relations Officer, 302-739-9921, or
Joanna Wilson, Public Affairs, 302-739-9902.

Tickets for Kent Conservation District's 11th Annual Barn Dance Now on Sale

The Kent Conservation District invites you to join them for a rompin' stompin' good time from 6 p.m. to midnight, Friday evening, Oct. 17, for its 11th Annual Barn Dance Fundraiser in the Dover Building at the Delaware State Fairgrounds in Harrington.

Activities include a down home barbecue pork and chicken dinner, a benefit auction - both live and silent - and dancing to music played by Just Kidding Around Entertainment. Guests are encouraged to be prepared to kick up their heels! Tickets are only \$15 per person or \$25 per couple. Reserved tables for eight are again available for only \$110 (one name - one check).

The objective of the Barn Dance is to raise funds to support the Delaware Envirothon, a competitive problem-solving, natural resource challenge for high school students. The goals of the Delaware Envirothon are to test the environmental knowledge of high school students and to cultivate within the students a desire to learn more about their natural world. The students compete in the following categories: soils/land use; aquatic ecology; forestry; wildlife; and a current environmental issue.

The experience gained through the competition will prepare individual students and teams to make sound conservation decisions. The 2008 Delaware champions from Wilmington Charter School recently returned from the national competition in which they placed first out of 45 U.S. states and nine Canadian provinces.

A limited number of tickets are available and can be purchased by mail or in person at the Kent Conservation District located at 800 Bay Road, Suite 2, Dover. Last year's event was sold out, so hurry in to purchase your tickets today! For more information, please call the District at 302-741-2600 ext. 3.

***** SAVE THIS DATE *****



Friday, October 2, 2009

6:00 pm - Midnight

Delaware State Fairgrounds - Dover Building

Activities include: BBQ dinner, benefit auction and dancing

Proceeds benefit the Delaware Envirothon

CALL 302-741-2600, EXT. 3 FOR MORE INFORMATION

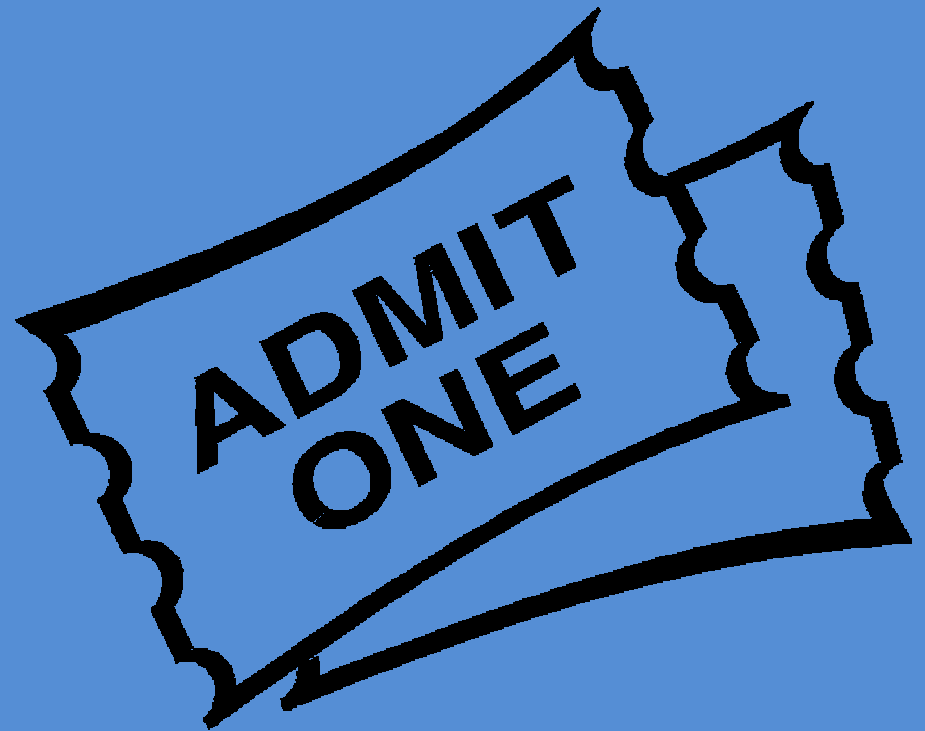
Food / Beverage Committee

- Menu
- Supplies
- Cooks
- Donations
 - Meal items
 - Desserts
- Health Permit



Ticket Sales Committee

- Tickets
 - Need them? Donated? Purchased?
- Tracking Sales
 - Spreadsheet



Auction Committee

- Soliciting Donations
- Tracking Donations
- Display for Event
- Tagging Items
- List of Items for Guests
- Staff
 - Auctioneer
 - Spotters
 - Clerks



Volunteer Coordinator

- Soliciting Help
 - Job descriptions
 - Station leaders
- Coordinating/Scheduling
 - Post schedules at stations
- Be Available



Facility Committee

- Secure Facility In Advance
- Facility Considerations
 - Time of Year (Heat/ AC)
 - Size
 - Restrooms
 - Kitchen
 - Tables/Chairs
 - Access
 - Parking
- Decorations



Entertainment Committee

- Consider all options
 - Dinner time?
 - DJ?
 - Live band?
- Book well in advance



Finance Committee

- Money Handler
 - Ticket sales
 - Cash donations
 - Auction proceeds
- Bill Payer



Timeline

- One year out
 - Initial planning meeting
 - Committee assignments
 - Designate chairperson
 - Secure location – site visit
 - Secure entertainment
 - Plan menu / secure cooks
- Nine months out
 - Plan decorations
 - Solicit auction and supply items
 - 'Save this Date' announcement

Timeline

- Six months out
 - Solicit auction and supply items
 - Secure volunteers
- Three months out
 - Order supplies
- Two months out
 - Continue soliciting needed items
- One month out
 - Confirm everything

Timeline

- Two weeks out
 - Tag and organize auction items
 - Confirm pickup/delivery of items
 - Building inspection
 - Confirm seating
- Day before
 - Set up auction items

Timeline

- Event Day
 - Set up everything else
- Post Event (as soon as possible)
 - Clean up
 - Thank you letters and advertisement
 - Make notes for next year
 - BEGIN PLANNING NEXT YEAR'S EVENT!!

Why hold a fundraiser?

- Raise money
- Community involvement
- Publicity
- It's fun!!!!







100,000 Reasons Why!!

Over the past eleven years the total amount donated by the Kent Conservation District to the Delaware Envirothon through the Barn Dance is:

| | | |
|-----------------|-----------------|-----------------|
| 2008 - \$13,460 | 2007 - \$13,488 | 2006 - \$17,885 |
| 2005 - \$ 7,019 | 2004 - \$12,136 | 2003 - \$ 7,364 |
| 2002 - \$16,006 | 2001 - \$ 8,724 | 2000 - \$ 6,874 |
| 1999 - \$ 5,625 | 1998 - \$ 4,294 | |

Total: \$112,875

Kent Conservation District's 12th Annual Barn Dance Fundraiser

- DATE: Friday, October 2, 2009
- TIME: 6:00 pm - Midnight
- PLACE: State Fairgrounds - Dover Building

Proceeds benefit the Delaware Envirothon



CALL 302-741-2600, EXT. 3

