



The AANR World Record Skinny-Dip

Guinness World Record™ Challenge

Sponsored by The American Association for Nude Recreation

Saturday, July 11, 2009 at 3:00 p.m. Eastern Nudist Time

Thank you for your commitment to participate in what may be the most extensive public relations and marketing effort in AANR's history. We need your support and cooperation.

One of the target groups of AANR's 2009 Marketing Plan was the public at large with an interest in outdoor recreation. To reach this segment, we need a major "awareness" program followed by a membership promotion. This Guinness World Record™ was the concept of Randy Savage, an AANR Marketing Consultant and member of the AANR Marketing Team. Thanks to his persistent effort, Guinness has agreed to create a new category for the largest number of people simultaneously skinny-dipping. AANR is the contract association for this record event.

AANR plans to coordinate skinny-dipping events at participating clubs and legally-sanctioned nude beaches throughout North America on Saturday, July 11, 2009 at 3:00 p.m. Eastern Nudist Time, to coordinate with Nude Recreation Week.

The media pitch will focus the attention of the world on the joys of wholesome, happy skinny-dipping as an American tradition proudly supported by AANR and recognized by the Guinness World Records™ Company. This collaboration with Guinness provides AANR additional credibility in the realm of nude recreation. AANR will prepare news releases in conjunction with Ypartnership, our Public Relations firm. We will also have "template releases" available for club use.

Publicity, both prior to and during the event, will draw people to the participating clubs and beaches, and enable clubs to increase their membership by enrolling new members.

Participation will also provide a fun-filled event for club members - adding to your club's summer activities' schedule.

This event will help unite AANR members and skinny-dippers into one big community across North America.

This project will involve considerable effort and coordination, but the potential benefits to clubs and to AANR are enormous. We have a short time frame - but we can do this together with great project support from AANR. This Event Organizing Guide will help you plan and manage your skinny-dipping event at an AANR club or legally sanctioned nude beach.

This guide has been prepared for your use. It is a way to unite everyone involved. The purpose of this guide is to standardize the event so that the event is uniform across all clubs/resorts and beaches with the goals of increasing general public participation, enhancing value, building event series continuity, growing Club and AANR memberships and promoting nude recreation.

If you have any questions, please contact the AANR office. Nanette Wickersham is the AANR Staff Event Contact. Please e-mail her at execasst@aanr.com or call 1.800.TRY NUDE.



What are the rules I must follow?

The event is organized under these guidelines and AANR rules and protocols. The agreement to organize and stage the Event is made between the participating clubs/resorts, nude/clothing optional beaches and AANR. AANR rules, including but not limited to family values of nude recreation, shall be followed to help ensure these events are of the quality AANR members desire.

Parents may bring children. It is anticipated that this event will be well attended. Children will need to be supervised as you would at any heavily populated event.

THE CORRECT OFFICIAL NAME of the event is The AANR World Record Skinny-Dip and shall always be used in advertising and promoting the event. This event is sanctioned by AANR and is part of its National Event Series. AANR shall be prominently displayed and receive appropriate recognition on all promotional materials.

THE USE OF THE NAME(S) AND LOGOS OF "GUINNESS WORLD RECORDS™" is strictly regulated by Guinness. The rules that MUST be followed are shown below. Please Do Not Violate these restrictions as we intend to make this an annual event and must maintain a good working relationship with the Guinness Companies. These Rules are taken directly from our agreement with Guinness World Records™

- i. You acknowledge that the words "GUINNESS WORLD RECORDS" and the "star and column" logo are trademarks of GWR and are protected by trade mark registrations or applications for registrations throughout the world and as such their usage is restricted. However, once GWR has authorized your Record Attempt and/or once GWR authorises you as having achieved a Record [Guinness has authorized the AANR record attempt], you may without consulting GWR:
 1. issue press releases stating your intention to break a Guinness World Records™ Record, or your success in doing so;
 2. state in media interviews that you are making a Guinness World Records™ Record Attempt, or that you have done so successfully; provided that the words are used in the body of the text, and not in headlines.
- ii. You may not use the GWR Logo anywhere on any press release, or in any other fashion.
- iii. You agree that you will only use the words 'Guinness World Records™' to the extent necessary to identify and describe your Record Attempt, and you agree to refrain from using the GWR Logo, or doing anything that in any way suggests an affiliation with GWR other than your Record Attempt.
- iv. You agree that you will not use the Guinness World Records™ mark for any commercial purpose whatsoever, including published accounts of your experiences as a record attempter or holder. Any usage other than described above requires a license from GWR. For further information you may contact Guinness World Records.

REGISTRATION: All participants must register at the club or resort; sign appropriate waivers and agree to participate by skinny-dipping totally nude. Participants shall complete an AANR APPROVED REGISTRATION FORM prior to the allotted time for the event. The form provided as an attachment herein (see ATTACHMENT 1) is the only approved form and only forms containing the same information, in substantially the same format, will be accepted at the AANR official counting office.



MEMBERSHIP SALES: AANR membership shall be available for purchase at registration and throughout the time period of the event. Any club/resort may also offer membership at the same time period. All participating facilities shall make available the means to purchase memberships by use of credit cards.

WITNESSES TRAINING: Guinness World Records™ requires all record attempts be “witnessed” as defined: “Witnesses must have “standing” in the local community, meaning that they must be prominent and respected. Examples of such persons include public notaries, justices of the peace, police officers, judges, mayors or town councilmen and newspaper editors, or an expert in the field of the record attempt. The job or position of each Witness must be clearly stated on his or her witness statement; except where both the Witnesses are members of the same professional body, or are officials of a national sporting organization (or equivalent body), the Witnesses must be independent of (i.e. not normally associated with or related to) each other as well as independent of you. Witnesses may not take part in the organization or planning of the Record Attempt nor be a participant in it.”

AANR will make available (by telephone) training for witnesses that volunteer from the club/resort or beach area, and in those cases where the club/resort or beach cannot obtain a witness with “standing” in the community, AANR will work with the club/resort or beach to provide an AANR member who meets the definition above.

ATTIRE: In conformance with the stated rules, ALL participants, to be counted, MUST be completely nude during the designated skinny-dipping occurrence. AANR rules allow for swimsuits to be worn into the water, for those uncomfortable, or participating for the first time, BUT the swimsuit MUST be removed and held overhead at the signal from the witness(es) that the event has begun. They can then put the swimsuit back on to leave the water. However, the club/resort or beach rules regarding nude only areas will not be undermined and the local club/resort or beach rule will take precedence in such cases. Please inform participants prior to the event if you have a nude only zone.

INSURANCE INFORMATION: Submit copies of your Comprehensive General Liability Insurance “Policy Declarations Page” with the “Endorsements” page, often called “The Master Forms List”; and a copy of your “Property Insurance Declarations” page and the “Schedule of Property” forms. This information should be submitted to Nanette Wickersham (execasst@aanr.com), the AANR Staff Event Contact.

Don’t worry, help is near.

OPERATIONS: AANR will provide you continuous updates as we proceed in time toward this event. It is the intention that this be a major attraction for local citizens to be given an opportunity to participate in nude recreation so they can see for themselves the enjoyment that comes from clothing free activities. All individuals should be closely monitored and “first time” participants should be provided open, friendly and encouraging advice and support.

AWARDS: AANR will have souvenir wristbands available for successful participants for only a small shipping and handling charge. The participant will need to request the band, either through the club/resort or beach, or directly from AANR. The bands will be available as soon as we know if Guinness World Records™ has approved the record. Award Certificate forms will be available from AANR should the club/resort or beach wish to have an award ceremony at the time of the event. AANR encourages each facility to make use of the award certificate format that can be e-mailed. Contact Nanette Wickersham, the AANR Staff Event Contact. Please e-mail her at execasst@aanr.com or call 1.800.TRY NUDE. E-mail is preferred, so that she has your e-mail address in order to reply with the award forms.



DAY PASSES: To ensure security and a successful event, AANR expects the club/resort or beach to adhere to their normal security, including signing in at the gate. However, AANR encourages each facility to waive their day fees for those that are coming only for the event itself. We are aware that many clubs provide for first visit free day passes and would again encourages all facilities to do so on this one day. However, it is the facility's decision as to whether they wish to do so.

Preliminary Planning

The following is a suggestion for coordinating this event. AANR recognizes that our participating clubs and beaches differ greatly in their experience at hosting and coordinating large events and/or hosting the general public. Some regions may want to play a role in coordinating these events at those clubs within their region. As much in advance as possible, a Local Event Manager should be appointed. This should be a person with strong organizational and leadership skills able to recruit motivated members as volunteers, manage volunteers and maintain enthusiasm. Advise AANR of the name, address, e-mail and phone numbers of this person. The Local Event Manager will:

- Start building a base of support in the host community. Emphasize the positive effect the event will have on the local citizenry and the economic impact it will have on the community (the average participant spends approximately \$60 per day in the local community, when he/she stays overnight for an event). An attempt should be made to secure the early support of such community leaders as the Mayor's office, college and school administrators, local, state and regional leaders, fraternal groups, and others. When possible, follow up conversations with a short letter or note to confirm support.
- Negotiate any lower "event" rates at local pools, hotels and motels in anticipation of a larger than normal turnout. When negotiating hotel/motel room rates you should be able to obtain a minimum of one complimentary room for every 20-30 rooms booked.
- For Travel Clubs, non-landed participants or members traveling at the time, we recommend:
 - Rent a community pool, a private pool, hot tub or commercial facility with a pond, lake, pool or other appropriate and nude friendly area of water adequate for the skinny dip challenge, and invite both members and the public at large.
 - Get involved with a nearby landed club in organizing, promoting and inviting public participation.
 - Use a member's hot tub or private pool (where legality won't be an issue) for the event.
 - "Sponsor" a public nude beach and focus the club's efforts on promoting the event and registering all of the visitors to the beach that day.
 - Request to be added as an additional insured on the liability policy of the venue, if applicable, or be prepared to add the facility to your liability policy as additional insured, if required.
- Maintain contact with AANR Staff Event Contact Nanette Wickersham, the Regional Event Manager, and volunteer representatives, if applicable.
- With the assistance of AANR, select and order all necessary award certificates that you may wish to distribute on a local basis. Or, you may want to design something special or unique.



- Design and order T-shirts, hats or other items commemorating your clubs participation in "The AANR World Record Skinny-Dip" to sell or award at the local level (Please remember we do not have the rights to the Guinness Name, so use the above approved title only.)
- Develop a tentative budget. For a sample budget, see ATTACHMENT 2.
- Secure commitments from your members and staff to participate or assist in the event.
- Contact Event representatives, officials, volunteers, regional and other interested parties for input.
- Recruit key volunteer members. The following coordinating instructions will help you match job descriptions with individuals. Call an initial organizational meeting.
- Carefully read this Guide and make frequent references to it.
- Develop customized coordinating instructions for each volunteer member. All personnel should receive detailed written and verbal instructions prior to the event. Give them customized versions of applicable portions of this Guide. A weekly meeting or conference call is beneficial. Basic personnel job descriptions are as follows:

LOCAL EVENT COORDINATOR

Prior to Event:

- Assist with Club Event preparations as needed.
- Make a floor plan showing all tables, seating, concessions, banners, press row, hospitality rooms, wall charts, entrances/exits, etc.
- Maintain work-list of personnel working event.
- Contact and schedule counting and membership table personnel.
- Provide counting table personnel with sufficient registration forms.
- Acquire headset or walkie-talkie devices for event director, AANR staff liaison, if any, announcer, facility manager, security workers and any other individuals that need to be in contact with one another during the event.
- Coordinate work responsibilities of all counters, witnesses, runners, membership volunteers, etc.
- Mark all equipment/material borrowed from any source to assure proper return.
- Collect and assemble all materials for information desk from publicity office, Chamber of Commerce, colleges, sponsor offices, etc.
- Make signs as needed and post.
- If club/resort or beach desires to show advertising, set up equipment such as projector, reserve-projector and screen.
- Secure sufficient space for participants and spectators.
- Secure officials and event staff travel itineraries and designate a transportation coordinator, if not self, to make necessary out-of-town travel pick-ups.



During the Event

- Supervise counting table personnel and volunteers.
- Develop and post work schedule for all personnel for the event.
- Have manager distribute and collect box of supplies to each counting and membership table before and after event.
- Ensure that officials and counting and membership table personnel have refreshments periodically.
- Confirm all participants have towels, confirm sufficient soap is in showers.
- Greet participants; show them to shower room, etc.
- Maintain all supplies as needed.
- Set up and maintain hospitality room.

After the Event

- Call count into AANR official tabulation headquarters.
- Collect and secure all equipment and supplies and supervise return of borrowed materials.

BUILDING AND EQUIPMENT COORDINATOR

Prior to Event

- Arrange for a sufficient supply of tables for announcers, registration, counting officials, press row, TV, information, merchandise sales, concessions, program sales, membership sales, etc.
- Make arrangements to secure an adequate PA system.
- Arrange for back-up systems, such as projectors, if it is intended to provide participants with advertising or entertainment.
- Provide showers and bathrooms for all participants. Some new participants may need a modicum of privacy from other participants.
- Order and arrange necessary facilities and accessories.
- Collect and arrange seating according to floor plan.
- Set up counting tables with electrical extension cords, if necessary.
- Set up counting tables with chairs.
- Set up chairs for participants, officials and spectators, etc.
- Set up sales booths, and press tables.
- Set up volunteer assistance area.
- Set up registration and information tables.
- Set up and test microphone.
- Clean entire area.
- Have sufficient personnel on hand for setup, cleanup and rearranging as may be needed.
- Be on hand the day before the event as participants and volunteers may start to arrive early and will need assistance.



During the Event

- Clean area. Ensure that sufficient trash and recycle bins are available and have been clearly marked.
- Be sure all equipment is ready one hour before event.
- Provide shower facilities for participants.
- Ensure toilet/shower facilities are adequate and stocked with toilet paper, soap, etc. Refill containers as necessary.
- Provide lost and found volunteer to assist individuals and secure area against theft and damage.
- Provide locked container for valuables or post signs advising participants to guard own valuables.
- Have concession stands open and in operation at least 30 minutes before event begins.
- Have concession stand manager notify announcer 15 minutes prior to closing.
- Set up awards stand as assigned by Director or Assistant (if local awards are to be given).
- Clean area after day's competition is completed.
- Unplug washbasins and commodes as needed.
- Break down registration and information areas.

After the Event

- Return all equipment.
- Send thank you letters to those people or organizations who helped and those from whom you borrowed equipment.

MEMBERSHIP SALES

This type of event is the best means of advancing membership sales. As we all know, getting an individual or couple to try nude recreation for the first time is the most difficult. So having the membership table in an open, easy to see location and training all staff and volunteers on how to best promote membership is the most effective means of closing the sale.

- Develop a strategy for membership sales.
- Provide credit card machine, cashier's box and change for membership purchase.
- Distribute and sell memberships during sessions.

REGISTRATION MANAGER

During the Event

- Open and operate registration booth one hour prior to the event, stay at the table well into the event.
- Maintain "pass/credential" list at counting area.
- Provide security guards as needed during event.
- Post all guards one hour prior to event.
- Provide passes for authorized personnel (as determined by local entity).
- Issue passes/credentials to publicity people, et al.



AANR PR TEAM/LOCAL EVENT MEDIA COORDINATORS

The AANR PR Team

- Will plan a publicity outreach campaign including pre-event pitches, press releases, template press releases for club personalization/template Media Alert for local media coordinators, calendar of events listings, social media outreach, media lists, media kit development/distribution lists, media liaison, media interviews, and post-event press release development and distribution and post event template release development.
- AANR will publicize the event with articles and schedules in its newsletter, and releases to its media outlets and regional leaders. Flyers and posters may also be distributed to prospective participants and others.
- The AANR PR Team will make arrangements to provide bios, photos, background stories, press releases, media guide, and other information to Regional PR Chairs and Local Media Coordinators.

Regional Public Relations Chairs

- Will serve as liaison with Local Media Coordinators for each event to ensure they have resources prepared by the AANR PR Team and are planning media coverage of events as described in Guide.

Local Media Coordinators

Using materials provided by AANR PR Team, for each event will:

- Coordinate his/her efforts and maintain contact with Regional PR Chairs, the Event Director, and the AANR PR Team.
- Contact local print and broadcast (TV/radio) media desired for live coverage at each event locale.
- Distribute press releases to local media 5-6 weeks prior to the event. Releases should also be sent to Mayor's office, Chamber of Commerce, sponsors, local colleges, volunteer members, Convention and Visitors Bureau, etc.
- Issue a Media Alert/invitation to the media 2-3 weeks prior to the event. Be sure to include the LOCAL wire services (AP & UPI). Distribution tool (Capwiz) for press releases and media alerts is available in Club Services section of the AANR website.
- Clearly define photography policy for event in writing and provide media representatives with a copy.
- Call media about 3 days prior to event to confirm their attendance and ask about any special needs;
- Personalize national media kits developed by the AANR office by including information about club, background on event, event location, future scheduled events, photography policy, invitations to future special events, interview area, souvenir program, etc.
- Establish a Press Row at the event. Press row should provide a good, unobstructed view of the event. The interview area should be in a main pathway from the competition.
- Arrange interviews with participants willing to provide personal access to the media, etc. Make sure interviewees have viewed AANR Media Training DVD and received copies of event talking points developed by the AANR PR Team;



- Obtain copies of all media coverage of event and provide them to the AANR PR Team.
- Send thank you notes to participating media following the event;

Note: AANR owns trademark rights on its name, symbols, logos, and marks. Advertising and promotional material making use of protected names, symbols, logos, or marks should be reviewed by AANR prior to distribution. AANR will provide typefaces and artwork upon request.

SAFETY DIRECTOR: Prepare and execute safety program using the following outline of safety considerations.

FACILITY - Outside

- Special parking areas for media staff and governmental officials.
- Signs marking directions to event site, parking etc.
- Signs marking restricted area, no parking areas, nude only areas, do not enter areas, construction areas, etc.
- Walks and entrances free of obstructions or dangerous conditions.
- Proper outside lighting.
- Adequate parking area.
- Parking lot attendants, if necessary.
- Ushers/assistance volunteers to direct or assist as needed.

FACILITY - Inside

- Doors and openings free of obstructions.
- Clear signs marking directions and schedules.
- Adequate fire exits that are clearly marked.
- Adequate seating capacity.
- Proper electrical requirements and supply cords (electrical wiring should be taped down so it will be less of a hazard).
- Adequate exits and entrances to seating, staging, main floor, concessions and restrooms.
- Proper lighting of stairwells, hallways, restrooms, etc.
- Regularly maintained floors and restrooms.

REGISTRATION AREA (refer to registration procedures)

- Adequate size for event to avoid overcrowding area.
- Clearly marked.
- Develop crowd control/flow system. Signs, announcements, and taped boundaries on the deck are helpful.
- Fire escapes are clearly marked.
- Wet floor control.
- Unused equipment stored or placed in a safe location away from registration activity.
- Easily accessible entrances and exits.



EVENT SITE

- Area should be prepared at least 12 hours prior to event to ensure any emergencies can be caught early. Registration area taped or painted properly, including clearly marked counting zones in good condition with all tape laid flat on solid surface.
- No sharp corners or rough edges. Use only sturdy construction of chairs and tables.

COUNTING TABLE SUPERVISOR

- Assign personnel to table.
- Supervise and correct personnel as needed.
- Insure all personnel are on hand and ready 20 minutes before event.
- Rotate workload among table personnel.
- Utilize new helpers as they report or volunteer.

ANNOUNCER

- Make all event announcements.
- Coordinate with on-site Event personnel for list of announcements regarding rules for event.
- Prepare welcoming announcement to all participants and advise them where they need to sign up; when and where concessions will be open, and of event and facility locations. Identify the "staging area" (where to congregate just prior to event), location of membership table and other club amenities and location of club and AANR brochures and other literature.

ASSISTANT ANNOUNCER

- Assist announcer as needed.
- Keep and maintain all announcements in an easy to read format and sorted by time of announcement.
- Maintain and test all equipment the announcer will be using.
- If possible obtain and have easy access to backup equipment in case there is an equipment failure.
- Be available for emergency announcements in the event of injury, illness, or lost child.
- Work with lost and found volunteer to provide announcement updates on lost and found articles.

PHOTOGRAPHER

- Contact Event Director prior to the event, regarding schedule, event size, floor layout, lighting, etc.
- In addition to event, photos should be taken of volunteers at work, spectators, concessions area, etc.
- ALL PARTICIPANTS MUST HAVE SIGNED A PHOTO RELEASE FORM. You cannot guarantee participant privacy from photography although you should announce when and where photos are to be taken.



- If you wish to be included in AANR post event publications, AANR requests that film and/or photos be sent, along with photo release forms, to Linda Berry, AANR Publications Director, at editor@aanr.com upon event completion.

KEY SPONSORS

Begin efforts to secure key sponsors. Seek sponsors that can benefit in some way from association with your event. These are usually companies/organizations who sell goods or services to your participants or spectators; or those companies/organizations who are interested in an image enhancement by virtue of association with outdoor or recreational activities, international athletic events, etc. For assistance in developing a sponsorship marketing plan, please call AANR. Following is a list of what you might have to offer a sponsor to help induce them to participate.

- List of possible sponsor inducements.
- Recognition as an “OFFICIAL SPONSOR OF The AANR-[Your club name inserted here] World Record Skinny-Dip Challenge.”
- Banners at the event and any dinner/or function.
- Tent style advertising placards surrounding the counting table, concession area or office/clubhouse.
- PA announcements at all sessions leading up to and during the event.
- VIP seating and credentials at the event and any social functions.
- Sponsor display or product sampling booth at the event and any function.
- Advertisement in the souvenir brochure.
- Logo presentation on the event staff shirts.
- Inclusion in all pre/post event press releases (include proper release forms if sponsor wants to be included in any AANR post event publicity).
- Logo presentation on all local promotional pieces.
- Discount coupons.
- Logo or coupon on reverse of registration form.
- Photographic documentation of sponsorship.
- Presentation of any local awards.
- Logo presentation on wall charts/banners.

1-2 Months Prior To Event

- Communicate periodically with AANR, assigned staff, and AANR’s regional leaders.
- Double-check budget.
- Ensure that registration blanks have been prepared for all potential entrants.
- Continue pre-event membership sales.
- Continue promotional campaign.
- Make arrangements to fulfill sponsorship requirements. Communicate with sponsors to keep their commitment secure.



- Order sufficient quantities of tape for use in marking zones on deck.
- Arrange for a sufficient supply of chairs.
- Re-check all arrangements that have been made to ensure that everything is in order.

3-4 Weeks Prior To Event

- Print souvenir brochures.
- Confirm sufficient supply of trash receptacles; recycle bins, rolls of paper towels, towels, and pencils.
- Ensure that all other necessary equipment has been ordered.
- Continue promotional campaign.
- Contact all assigned staff and volunteer directors to make final arrangements.
- Contact concessions manager and coordinate operation of concession areas.

2-3 Weeks Prior To Event

- Contact all personnel/groups helping with event and give specific duties and assignments.
- Contact all persons lending equipment and coordinate pick-up and return.
- Ensure that all ordered equipment has arrived or been shipped.
- Contact office and coordinate sale of day passes (or waiver of fee), distribution of complimentary tickets, and issuance of credentials.
- Contact Building and Equipment Coordinator and review all plans in detail. Walk through facility if possible to lay down a solid floor plan.
- Make appropriate signs.
- Acquire all materials for information booth, including a general information sheet to be distributed at registration to all participants, and event management staff. This type of information can be found at your local Convention and Visitors Bureau.
- Re-check all responsibilities up to this time and be sure they are being carried out.
- When awards, gifts, and event paper supplies arrive, verify that appropriate quantities have been received.
- Finalize credential/pass list and make sure all necessary supplies are available.

1-2 Weeks Prior To Event

- Send notice of final meeting to all event operations staff.
- Visit the venue manager and walk through the venue to finalize any last minute arrangements.
- Finalize arrangements for socials.
- Contact any personnel with whom you have not spoken to recently to remind them you are counting on them.



Week of Event

- Contact counters, registrars, typists, photographer and entertainment to coordinate times and activities.
- Re-check with security.
- Confirm awards area, if required, is in clear view of media.
- Hang AANR/local entity and other banners.
- Post all signs and decorate venue.
- Contact AANR staff contact for update.
- Distribute courtesy gift certificates (meal voucher or such) to assigned staff.
- Pick-up any needed equipment, and supplies.
- Set-up registration, venue, media rooms, meeting rooms, etc.

Day of Event

- Ensure that building and all equipment is operational (counting devices, if any, and PA system should be checked the night before the event begins).
- Ensure that all posts are manned at least thirty minutes prior to scheduled start.
- Stay in constant communication with the AANR staff contact, announcer, and head counting official.
- Do not lose control! When you stay calm and look for logical solutions to any problems, the solution is easily found.

After The Event

- Send results to all local media.
- Return all borrowed equipment promptly.
- Return all equipment, results, and paperwork to AANR.
- Pay all bills.
- Send thank you letters to all assigned staff, volunteer members, sponsors, and others of merit.
- Throw a party for all volunteers and sponsors.



Attachment 1

Sample Registration sheets attached.

Attachment 2

SAMPLE BUDGET

RECEIPTS:

DAY PASS SALES (XXX @ \$___)	\$ _____
FOOD & BEVERAGE SALES (XXX @ \$___)	\$ _____
AD SALES	\$ _____
CONCESSIONS (OTHER THEN FOOD/BEV)	\$ _____
MERCHANDISE	\$ _____
SPONSORSHIP	\$ _____
LODGING	\$ _____
<i>TOTAL RECEIPTS</i>	\$ _____

DISBURSEMENTS:

VENUE	\$ _____
EQUIPMENT RENTAL	\$ _____
FREIGHT	\$ _____
USHERS / PARTICIPANT ASSISTANCE	\$ _____
AD SALES	\$ _____
PRINTING	\$ _____
WORKERS (TEMP) OR VOLUNTEERS	\$ _____
LOCAL AWARDS (IF CLUB/RESORT/BEACH WISHES)	\$ _____
GIFTS	\$ _____
SUPPLIES	\$ _____
BANQUET	\$ _____
CONCESSIONS	\$ _____
MERCHANDISE	\$ _____
ADVERTISING & PROMOTION	\$ _____
HOSPITALITY	\$ _____
PARKING	\$ _____
SECURITY	\$ _____
CUSTODIAL	\$ _____
MISCELLANEOUS	\$ _____
SHUTTLE SERVICES (XXX @ \$___x___DAYS)	\$ _____
SOCIALS	\$ _____
BOARDING (XXX @ \$___x___DAYS)	\$ _____
PHOTOGRAPHERS FEES	\$ _____
TRANSPORTATION (XXX @ \$___)	\$ _____
LODGING (XXX ROOMS x NIGHTS @ \$___)	\$ _____
<i>TOTAL DISBURSEMENTS</i>	\$ _____
NET CASH FLOW (DEFICIT)	\$ _____