

## **MAR FIELD MEETS:**

### **SOME NOTES FOR FUTURE PLANNING**

by Joel Jacobs, Chairman, Fall MAR, October 2-4, 2009

Schedule your date with the MAR two years in advance.

Consider Penn State away weekends when picking a date, if your site is nearby.

Reserve your MAR weekend's site two years in advance.

Choose a chair and a treasurer at the beginning of planning.

Put every contact number in your cell phone as soon as possible.

Nail down a caterer at least a year in advance.

Order Porta-Potties and a sink at least six months ahead.

Schedule the Saturday evening program as early as possible, but keep it relevant and new.

Order your beer kegs a month ahead. Appoint a Brew Crew.

Plan work weekends and their rain dates way ahead and enlist volunteers with the necessary tools to prepare the site, if needed.

On the Monday of MAR week call & confirm with everybody:

- Caterer (Directions?)
- Beer vendor
- Porta-pots delivery (Directions?)
- Presenters
- Committee heads

Need separately colored ticket rolls for:

- Banquet & door prizes. These can be the same. The double ticket is separated. One is given back to the registrant; the other goes into a container for the door prize drawing. At dinner, the registrant's ticket is torn in half. The half with the numbers is given back.
- PCC Breakfast
- PCC half & half drawing

Prepare a pre-registration & registration form (may be the same) and put it/them on your web site in downloadable format.

Offer an inducement for early registration; i.e. money off, free patches or T-shirts, but recognize that this may impact your financial break-even point.

Adopt a logo early enough to get T-shirts and patches completed on time, if necessary.

Schedule volunteers to run registration from Friday at 3:00 p.m. until the beginning of the banquet on Saturday evening.

Use a hootch for registration and an 8' table. You may need a second smaller table if you are selling things like T-shirts.

Cigar boxes are perfect for holding money for registration and the PCC breakfast.

Get \$100.00 in mostly 5s and 10s for both boxes (registration & PCC breakfast) to be able to make change at the start of registration.

Provide clipboards for sign up sheets for activities like caving, hikes, and vertical practice.

Don't forget a bunch of pens.

Pass out free trash bags at registration and ask attendees to pack out their refuse.

It is helpful to keep records on a spreadsheet on a computer.

Make sure that registration is illuminated. You may need several lanterns and a rope light or a string of holiday lights.

Get lots of door prizes. Winners think it was a great MAR.

Consider a beer & soda hootch, especially if you do not have a large pavilion or circus style tent.

Appoint someone to build the bonfire (preferably near the beer).

Assign a photographer or several photogs to record the event.

Establish a separate page on your grotto website for information pertaining to the MAR and consistently update it.

Make sure directions to the site are clear and supply a street address so that folks can get their own directions off the Internet.

Remember you are not reinventing the wheel. Previous guidebooks and the MAR records will help you considerably.