

# *Planning Manual*

## *Take a Warrior Fishing Event*



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## Introduction

The C.A.S.T. Foundation (Catch a Special Thrill) was established in 1991 with a mission to host quality, outdoor recreational fishing events for disabled and disadvantaged children. Since that time, the Foundation has expanded their reach to host approximately 60 annual events in over 30 states. C.A.S.T. programs were further diversified with the addition of the Fishing Kids Program, established in 1996, to encourage urban children to get outdoors and fish. In 2011, the Foundation's Board of Directors and management decided to expand their scope and program services to support transitioning service members and their families. In partnership with the Warrior Transition Battalion at Joint Base Lewis-McCord in Washington State, the **Take a Warrior Fishing (TWF)** program was established and the inaugural event was held at American Lake on July 23, 2011.

In an effort to provide information and details related to running a successful event, we have put together this Planning Manual which describes the functions of a typical TWF event. Pictures of specific activities are included allowing a more detailed source of information to our event host and their volunteers. It is our hope that the information will assist with your event and provide solutions to any problems or concerns you might have. If you have any questions, please feel free to contact us anytime.

Yours in Service,

A handwritten signature in black ink that reads "Jim Owens". The signature is written in a cursive style with a large initial "J" and "O".

Jim Owens

Executive Director

Catch A Special Thrill Foundation

## Planning Your TWF Event

As the host of a **Take a Warrior Fishing (TWF)** event, you are challenged to organize a core group of volunteers dedicated to providing this unique fishing opportunity to Military personnel (especially, wounded warriors) in your area. Remember that every topic discussed in this Planning Manual is not required for the success of your event. They are suggestions designed to improve the quality of your event and add to the safety of the participants.

Most past events have taken approximately three to six months of planning, but for organizations that have not sponsored such an event, more time may be required. Some events may require less time to organize when an existing TWF program is in place, or an organization with a similar program elects to elevate their current format to a Take a Warrior Fishing Event.

It is recommended that you organize your Planning Committee and once it is established, set the event date and notify your TWF Program Director of the selected date. At that point your date is posted on the National TWF Event schedule with your location and expected equipment order date. Now you have a target date for your planning committee to prepare for.

Example Schedule:

### National Event Schedule

<b>EVENT DATE</b>	<b>Equip. Order Date</b>	<b>SITE</b>	<b>LOCATION</b>
May 10 <sup>th</sup>	Mar. 28 <sup>th</sup>	Lake Eufaula	Eufaula, AL
May TBD	Mar. TBD	Success Lake	Tulare County, CA
May 17 <sup>th</sup>	April 5 <sup>th</sup>	Caesar's Creek	Caesar's Creek, OH
June 7 <sup>th</sup>	April 26 <sup>th</sup>	West Point Lake	LaGrange, GA
June 29 <sup>th</sup>	May 16 <sup>th</sup>	Willamette River	Portland, OR
July 26 <sup>th</sup>	June 13 <sup>th</sup>	Big Hill Lake	Cherryville, KS
Sept. 13 <sup>th</sup>	Aug. 1 <sup>st</sup>	Lake Washington	Renton, WA
Oct. 4 <sup>th</sup>	Aug. 22 <sup>nd</sup>	Lake Seminole	Chattahoochee, FL
Oct. TBD	Aug. TBD	Lake Del Valle	Livermore, CA

## Site Visit

Being familiar with the proposed event site is a must. It is recommended that the planning committee visit the proposed site to make sure the area is safe and there are adequate restroom facilities. If there is a pavilion available, that's a major plus but if not, make sure the site allows for pop up tents and larger tents as well, if available. Many car dealerships have very large tents and may be willing to set one or more up for your event. Asking is free.

## Event Basics

A Take a Warrior Fishing event can be designed as a family event or a tournament style event. Volunteers arrive to set up the area, boat captains arrive and a boater's meeting is held; then the participants arrive and are assigned to a boat captain. They head out to spend a morning on the water and will return to shore for a BBQ lunch, weigh-in (if applicable), and awards presentation.

***LENGTH OF EVENT:*** The TWF events generally last about 5-6 hours. If disabled participants are involved, a tight rein on time is necessary. Their endurance can be very limited and health concerns quickly arise as the temperature rises. Most events begin at 8:00 a.m. with a brief welcome and schedule of the day's events. However, for volunteers the day's preparations begin much earlier. Volunteers usually begin arrival at 6:00 a.m. to receive directions, their assignments, and information about the participants. Participants arrive at 7:30 a.m. to check-in. By 8:00 a.m. participants are matched up with boaters and are loaded onto the boats. The participants then head out for about 3-3 ½ hours of fishing and boating.

***TAKE A WARRIOR FISHING LOGO:*** Use of the official TWF Logo is required to maintain a consistent appearance on any extra premiums, printed materials or other promotional items produced for the event. Consider adding your organization's name as a sponsor.

***VOLUNTEER SUPPORT:*** TWF is best conducted with at least a one-to-one ratio. Not every volunteer will be assisting with registrants; however, they will be involved with some essential aspect of the event. Fewer or more volunteers may be necessary depending on the participants attending. Organizations conducting Take A Warrior Fishing Events are encouraged to obtain the assistance of their State Bass Federation, Federal, State, or local water and wildlife management agencies, local fishing tackle dealers, service clubs, and community volunteers.

***LIABILITY:*** The C.A.S.T. Foundation provides liability insurance for sanctioned TWF events. For more detailed information contact Executive Director of the Foundation, or your local Take a Warrior Fishing Regional Director. A trained medical professional present for the entire course of the event is an excellent precaution, as well as an emphasis on safe practices.

## **Event Funding**

What does the sponsorship fee provide?

The C.A.S.T. Foundation provides a planning manual, coordination support, Liability Insurance for your event, background information about the Foundation for your sponsors, and onsite support the day of your event. In addition, through a discount program with our vendors, the Foundation provides a rod & reel, T-shirt, and tackle box for each registered participant, plus T-shirts for an equal number of shore volunteers, and hats for Boat Captains.

Why is there a sponsorship fee?

A sponsorship fee is needed in order to provide these services and equipment for your TWF event. The equipment is purchased in bulk by the C.A.S.T. Foundation to insure a discounted rate for your TWF Event. T-shirts are ordered, on an as-needed basis, to include your sponsor names, logos and event information.

How much is the sponsorship fee?

The sponsorship fee is \$5,000 for up to 40 Warriors and their families. The only additional cost is equipment requested for additional participant(s). Based on past event information, a cost of \$75 per each additional participant is needed to support the cost of a TWF event.

How do we secure the sponsorship fee?

Once you decide to host a TWF event, all members of the planning committee should solicit support for your program. You will find that in most cases, local merchants, civic groups and chambers of commerce are willing to support your effort, for the benefit of the participants in their immediate area, and may elect to provide all the funding for your event. Name recognition as a sponsor shows community involvement and support in your area. Friends and merchants will most always support your efforts, to provide activities to our Military, when your request is within their financial ability to participate.

Finding Sponsors to Support Your Event

The involvement of other organizations will simplify your planning and ensure a more successful event. Costs associated with sponsoring an event may be shared by establishing a partnership with other organizations or agencies in your area.

Event sponsors should be prepared to provide materials for the event either through a loan arrangement or purchase (which can be used for subsequent events). Loaned items may include personal flotation devices (life jackets), use of bass or pontoon boats (use donated by Bass Federation Clubs or local boating clubs), blankets, and hand held radios (local amateur radio group) or cell phones. Other donated items may include prizes, tackle, food, fun-pack fillers, and decorations.

## **Planning Committees**

Organize your Planning Committee and assign tasks to those best suited for the specific duties associated with your event. Select a person for each task that is willing to insure the items listed are completed in a timely manner. The status of each task should be made known to your entire committee, at determined intervals, during the planning stage. By sharing the status of your duties, it may be discovered that other members of your team may have connections to help you accomplish your task.

## **PLANNING COMMITTEE CHAIRPERSON**

Coordination of all details for the event is managed by the Planning Committee Chairperson. This person will schedule meetings as needed with all members of the Event Planning Committee to insure every detail is being addressed in a timely manner.

Tasks: Contact participating entities, registrant groups, direct correspondence, coordinate for barbecue, send out invitations, coordinate on-site efforts, and coordinate publicity and all required graphic work.

Planning Committee Chairperson: \_\_\_\_\_

## **SPONSORSHIP COMMITTEE**

All members of the Planning Committee should actively participate in obtaining sponsorship for the event. Sponsorship is defined as anyone contributing financially or in kind to the event. One individual should be assigned the task of coordinating the effort of all members of the Planning Committee. It should be a collective effort to support the event. The Sponsorship Chairperson should maintain a list of sponsors both financial and in kind to be included on the event t-shirts. An updated report should be made available to the other Planning Committee members at all meetings called by the Planning Committee Chairperson.

Sponsorship Chairperson: \_\_\_\_\_

## **BOATERS AND BAIT COMMITTEE (for on-the-water event only)**

The chairperson of the Boater and Bait Committee should be a person with boating experience such as a member of the Local Federated bass fishing club. Federation bass anglers have many hours of experience and access to numerous individuals willing to participate in fishing events. The Boater and Bait Chairperson is challenged to secure an adequate number of boats and bait for the event as well as personal flotation devices (PFD's) for the participants. It is very important that the number of boats be consistent with the number of participants invite to attend the event.

Boater and Bait Chairperson: \_\_\_\_\_

## **BANK FISHING AND BAIT COMMITTEE (for onshore event only)**

The chairperson of the Bank Fishing and Bait Committee should be a person with fishing experience such as a member of the local Federated bass club. Federation bass anglers have years of fishing experience and are able to instruct participants on the skills of fishing. The Bank Fishing and Bait Chairperson is challenged to secure an adequate number of volunteers and bait for the event as well as personal flotation devices (PFD's) for the participants. It may be necessary to outfit some participants with a PFD when physical abilities are limited for onshore fishing. It is very important that the number of volunteers be consistent with the number of participants invite to attend the event.

Bank Fishing and Bait Chairperson: \_\_\_\_\_

## **PARTICIPANTS REGISTRATION COMMITTEE**

The Participants Registration Committee will work with the Planning Committee members to establish military personnel to invite as the participants in the event. All active military personnel are welcome, but wounded warriors should be especially targeted. Once the target group has been established, the Committee Chairperson will contact that group with information regarding the event. The number of participants, predetermined by the group, will be invited and a pre-event registration will be requested from the appropriate source. On the day of the event, the Registration Chairperson will be responsible for checking-in / registering the participants and their families, and assigning them to the boaters. Name tags will be filled out and assigned to each participant by the Registration Committee. It is very important that each participant be registered and assigned to a specific boater or volunteer, to insure their safety.

Participant Registration Chairperson: \_\_\_\_\_

## **SITE SERVICE COMMITTEE**

Organize all onsite requirements. Reserve pre-determined event site, obtain tables, coordinate emergency services, organize clean-up committee, security, and obtain local permits. It is important to understand the space and facilities requirements for conducting events for groups that will include disabled participants. It is recommended that the facility have restrooms which are handicap accessible, and adequate parking for volunteers and boaters is essential for a successful program. In the event that an onshore fishing event is planned, make sure the site is easily maneuverable and accessible to wheelchair bound participants. For onshore fishing, precautions must be taken to insure that wheelchairs have stop blocks located between the water and the chair. Wooden 2"x 4" blocks may be used as a barrier in the event of shore fishing. Areas with handicap accessible fishing piers are available at most lakes providing easy access to your participants as well. An area with a limited amount of traffic is recommended.

Site Committee Chairperson: \_\_\_\_\_

## **FUN PACK AND AWARDS COMMITTEE**

Obtain materials for fun packs; coordinate with the donors for their educational and fun materials. Provide a list of sponsors for the event to be recognized during the barbeque.

Fun Pack and Awards Committee Chairperson: \_\_\_\_\_

## MEALS AND DRINKS

Make arrangements for breakfast snacks, drinks and lunch for all in attendance. Make sure all health codes are followed, to insure food serving issues are addressed and followed. Distribute bottled water to the boaters for their use during their time on the water. Prior to the event, check with the registration committee to provide for any registered participant with special diet issues. Make sure paper plates, condiments and disposal containers are available at the food area. In the event the food is being catered by one of the event sponsors, make sure the tables and serving area are prepared and ready upon arrival. Discuss the arrival time with the donor to avoid a delay in the lunch.

Meals and Drinks Committee Chairperson: \_\_\_\_\_

## EVENT PHOTOGRAPHER / REPORTER / POST-EVENT REPORT

Documentation of the event is a vital source of information to track how many folks we've impacted and a way to remember what we've done. Please send jpg formatted photos and a Post-Event Report to [jessica@castforkids.org](mailto:jessica@castforkids.org) by the following Tuesday (or asap) in order to be posted to the website following your event. The Post-Event Report tracks the event statistics, event sponsors, and provides a story of the event to encourage future success of your event (all of which is posted on the Foundation website).

Event Photographer / Reporter: \_\_\_\_\_

The C.A.S.T. Foundation recommends sponsoring organizations work closely with the State or local Bass Federation, Walleye, or other fishing clubs. They provide an enthusiastic volunteer base with fishing and water safety experience. In addition, Federal, State, or local water and wildlife management agencies may easily assist the sponsoring organization in finding potential event locations.

# Event Order Form

Every event host group is provided an Event Order Form (see appendix to see actual form), and is one of the most important components of your planning effort. The Event Order Form provides C.A.S.T. the information needed to order and set delivery dates for your rods & reels, tackle boxes, hats, and t-shirts. It provides the contact information to C.A.S.T., such as the ship to address, contact phone number, number of participants expected to attend your event and the shirt sizes for your participants and volunteers. It also offers the host group an opportunity to purchase additional TWF clothing and merchandise at a discounted rate.

Please note that due to the continued growth of the TWF program, additional time is needed to insure your equipment is delivered in a timely manner. A reasonable amount of time is needed to create a final shirt layout that includes all the sponsor names and logos you want printed on the back of the shirts. All names and logos should be submitted to C.A.S.T. with the logos in a Vector or JPEG (300 DPI) format.

This process requires the Event Order Form and logos to be sent to your TWF Program Director six weeks prior to your scheduled event date. C.A.S.T. will not order the shirts without the approval of the shirt layout from the event host. Once the approval is received, the shirts will be printed to your specifications and shipped to the designated location. C.A.S.T. targets an equipment delivery date of two weeks prior to your event date to allow time for the host to confirm receipt of all the equipment ordered for the event.

**If additional time is needed, it must be discussed with the TWF Program Director.** T-shirt layout example (front, back):



Option 1



All artwork provided is the property of IDEAWORKS NW, LLC. Any use of this artwork without the written consent of IDEAWORKS NW, LLC is prohibited by law.  
[www.ideaworksnw.com](http://www.ideaworksnw.com)  
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[www.castforkids.org](http://www.castforkids.org)

## TWF Clothing Sales

C.A.S.T. would like to ask if you would be willing to help CAST by selling TWF clothing at your event. Not only does it provide an opportunity to your attendees to buy official TWF clothing, it helps C.A.S.T. raise additional operating funds for the foundation. It takes only a few minutes to set up the sales display booth and the proceeds benefit the foundation.

Inside each box will be a folder containing forms such as a Price List, Credit Card Orders Form, and a Tracking Sheet. The Tracking Sheet is very IMPORTANT. Please review the Tracking Sheet when you receive a box and confirm the items in the box are listed on the form. When the event is over and you're ready to ship the box out, please mark how many items are in the box on the Tracking Sheet and include it in the box. This effort will be a tremendous help to us in monitoring the clothing sales. If you have any questions or concerns, or would like to customize your order, please feel free to contact Jessica Kelly @ (425) 251-3202.



TWF Clothing Sales at Your Event

As you can see in the picture, setting up your clothing sales table can be very simple. TWF clothing should be displayed at the beginning of the event to encourage support of the program. Your help with this effort provides additional funding to the foundation and is greatly appreciated.

## Event Day: Set Up

Early arrival for your volunteers is needed to help set everything up in time for the boaters and participants arrival. Most event groups target 6:00 am to meet and begin the set up process. Some groups set up tents and tables the night before but, that is not recommended if no one will be available to make certain the area is secure overnight. Boaters usually arrive around 7:00 am and the participants between 7:30am and 8:00am. Registration tables, equipment tables and life jacket sorting are needed. Rod and reels need to be assembled and tackle boxes need to be stacked and ready. TWF clothing should be set up for those interested in purchasing additional TWF related items. Breakfast rolls and coffee are a nice touch for your volunteers, boaters and participants. Most Starbucks and Krispy Kreme Donut shops are more than willing to provide their goods and services to your event. Again, asking is free.



Life Jacket Station, Registration Tables, Sign in Desk

## Event Day: Registration

An accurate registration of Boaters and Participants is very important. It is highly recommended that one of two of the following methods is used for registration: (1) paper format, using the “Take A Warrior Fishing Registration Form” for participants and “Take A Warrior Fishing Registration Form for Boaters” for boat captains, which is provided to all event host groups (see appendix to see actual forms); or (2) the online registration system, which is set up through the Foundation office (contact Jessica Kelly at 425-251-3202 or [Jessica@castforkids.org](mailto:Jessica@castforkids.org)).

- (1) Paper registration can be purely on paper, but online methods can be used as well. The event page on the Foundation website can be utilized to create a link to the paper form for printing and mailing (or e-mailing). See the forms in the Appendix.
- (2) Online Registration system is called RegOnline. It is an online, user-friendly system, which allows us to streamline data collection and create consistent communications. It has automatic emails and an automatic wait list. It also can print customized reports & name tags; beyond that can be paper-free with check-in at the event on mobile device/computer. The system has been set up with a template event; the event coordinator (or delegate) then customizes and adds the event specific information, and, of course, manages it for their event. Contact the Foundation office for more details.

Each participant should fill out a registration form as soon as they arrive at the event site, if they have not already done so. The use of a Registration Table with a sign should draw participants in. All participants should be provided a name tag, to be worn for the remainder of the day. Name tags provide easy identification of the participants as well as encourage conversations with other participants and volunteers at the event.

Pre-registered participants of a TWF event receive a t-shirt with logo; rod, and reel; tackle box, and bait free of charge to the participant. Each registrant is encouraged to bring along their spouse and kids to accompany them on their fishing adventure, who are encouraged to bring along their own gear. Only participants receive the complimentary gear.

When you review the information provided by the boater, you can assign the participant to a boat that suites the individual needs of the participant.

## Event Day: Boater Briefing

Boaters briefing should take place immediately following their registration. They should be thanked for their attendance and be told a little about TWF and what the purpose of the event is. They should be advised of any safety precautions that are set up to benefit those in need of medical care or rescue. They should be provided on-shore emergency contact information, in the event there is a medical emergency. They should be informed that all the participants invited may not show up due to illness or family problems and that if they don't take a participant fishing, their help is still needed with your event. Finally, and probably one of the most important details, is what time to be back to the event site. With a BBQ after the fishing you have to stress the importance of a timely return.



Morning Boater Captains Meeting

## Event Day: Partner Pairing

The most common reply when asking an event host or coordinator how they felt their event went is, “the pairings was a very difficult part of the event”.

The most used method begins before they launch the boat. The Boater / Partner Sheet is invaluable when it comes to pairing. The most common practice is to line up the boats in two rows, and as they pull to a loading station, the participant with the corresponding pairings number is called up front and safely assisted into the boat. They ride from that point to the ramp where the boat is launched with everyone on board. When they return, the on shore team identifies the boat by the laminated number sign located in the windshield, or is held up by the boater. That number is used on the key board to identify the corresponding vehicle and the on shore team moves that vehicle to the ramp for loading, which at that point, they are driven back to the original loading site for additional pictures with fish and safe unloading of the participant and observer.

Another very effective way to insure you have an accurate pairing, if the boats are already in the water, is to move the boater and participant to a designated site prior to them leaving to fish. This is done by signing up all the boaters on the Boater / Partner Pairings sheet and using that same sheet to add the participants as they arrive. Once registration is complete, call each boater and their participant partner for the day and instruct them to go to their boats. The boaters should be advised of this or any other procedure during the Boater Captains meeting held that morning. As the names are confirmed, they are off to a fun day of fishing.



On Shore Boat Loading

## Event Day: Lunch & Awards Presentation

At noon, the participants, boaters, and volunteers are treated to a barbecue lunch provided by sponsoring organizations. There are several ways to provide this. Sponsoring organizations may enlist the support of local service organizations, restaurants, grocers or request cash donations to purchase food items.

### Prepare for the Lunch

Once the Boaters and Participants have left, you should have between 3 to 3 ½ hours to prepare the site for lunch and awards. The same tables, chairs and tents used for the registration that morning are now transformed into a dining hall, equipped with food servers and lots of good food and cold drinks for all. Strategically locate trash containers for disposal of cans, paper plates and any other waste created by your lunch. On rare occasions, you may be faced with a participant that has a strict diet to adhere to. That type of information should be known prior to the event and preparations made to insure the appropriate food is available for that individual. That information should be noted on the participant registration form. Everyone will be hungry when they return and finding out then is a little late and doesn't allow for the host group to prepare in advance.

Make sure the person who will be the MC during lunch has a complete list of sponsor names and dignitaries in attendance that day. Test the PA system (a must) to make sure the volume is set and ready to use when needed. Make sure you recognize all the sponsors, volunteers, Boater Captains, Participants and families for their attendance and effort to provide the event.



Good Food Served at the Dining Hall

## Lunch and Presentation

After the fishing outing, all registrants and their companions receive a Fun pack containing miscellaneous items which may include water safety information, small gift items, and fishing information donated by sponsoring organizations. Knowing the number of participants is essential to this element.

As the Boater Captains return with their Partners, the smell of food is in the air and most have arrived tired and hungry. Tall tales of the big catches and the ones that got away echo throughout the area as everyone sits down to enjoy a wonderful lunch outdoors with their families and their new friends.. A few announcements can be made at this time, asking everyone to stay for the group pictures and any additional activities planned for the day. Once it appears everyone has had an opportunity to eat, the MC begins with a few rousing words to excite the crowd and recognize the many sponsors and volunteers that made the day possible.



Lunch Program

## Event Day: Group Picture

The group picture is an opportunity for everyone in attendance to be included on the C.A.S.T. website. It's an even better way to thank your high level sponsors. You might want to buy special TWF Plaques for each of your sponsors. The very best way to utilize those plaques is by inserting a group picture and presenting it to a sponsor either at the event or at their place of business. When that plaque is hanging on their office wall the following year, it provides an opportunity to ask them to support your efforts again with your next event. It also makes a great PR shot for media and newsletters.



## Post Event Report, Pictures and Story

Documenting your efforts on the C.A.S.T. website is as important as any other phase of the event. It also plays a significant role in showing the impact the program has on the community and your participants. As you continue to grow your program each year, that effort is made much easier when a potential sponsor, volunteer or boater group can go to a website and see what you have done in the past. They see the opportunity to have their name associated with your event and see that as a great opportunity for positive exposure. They also see the pictures from your event showing the smiles of those in attendance and are able to read a short story, highlighting the details for the day.

The sooner the report, story and pictures are posted on the C.A.S.T. website, the better chance you have of more people seeing the results of your efforts at your event. The participants, volunteers and boaters are expecting to see the information posted the following week. When that doesn't happen, the interest level begins to fade and they lose confidence in your efforts.

Once your event is over, please make sure the information requested on your Post-Event Report is filled out completely and emailed to our Foundation office to Jessica Kelly at [jessica@castforkids.org](mailto:jessica@castforkids.org). Jessica will make sure your event is posted on the C.A.S.T. website as soon as she receives it. Please send all the photos you want, they will be posted with your story and report. The last request on the form asks for a short story about your event and what impact you feel your effort made on the participants, boaters, volunteers and families. Your information provides coverage for your event as well as documentation for the Foundation. The information requested is shown below.

#### "POST-EVENT REPORT"

Date of Event:

Body of Water:

City or Town:

Number of Participants (Warriors & Family Members):

Number of Boater Captains:

Number of Other Volunteers:

List of Sponsors:

Photos (these can be emailed, sent via an online sharing program (Dropbox, Box, etc), or mail a CD of photos)

Media / Social Media: (includes links to online News coverage (or scan article and email), blog entries, FB posts, etc...)

One Page Story describing the event and its impact on the Participants, Boaters, Volunteers and Families:

## “Our Commitment to You”

Thank you for considering the Take a Warrior Fishing Program for our military personnel in your area. Our goal is to work with you to make these events safe, fun, and successful, and to give back, in some small measure, to those that have given so much for us.

It is our hope that the information we have compiled in this planning manual will be beneficial to your effort to host a TWF event. We will evaluate your suggestions and look for new ways to improve our effort to encourage others to participate in the program. This is made possible by your continued feedback and participation with C.A.S.T. If you see ways to improve on an existing function or phase of your event, that would be beneficial to other event coordinators, please feel free to pass those ideas along to us and remember, there are no bad suggestions. We are committed to expanding and improving the TWF program and as time passes, there will be changes. Most of those changes will come as a result of your suggestions and input.

If you have any questions or concerns or would like to request information be sent to anyone interested in hosting a TWF event, please feel free to contact us any time. We are here for you. Without you, there would be no TWF Program.

Sincerely,

A handwritten signature in cursive script that reads "Jim Owens". The signature is written in black ink on a light gray rectangular background.

Jim Owens

Executive Director

425-251-3214



**REGISTRATION FORM**

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_ Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_

Accommodations / Special Dietary Needs: \_\_\_\_\_

Total number in your party: \_\_\_\_\_

Full Name	Relationship to Participant	Age (Minors Only)	T-Shirt Size

**Liability Release**

Permission is granted to photograph myself and family members and for C.A.S.T. or their nominee to use in conjunction with the promotion of the Catch A Special Thrill Foundation or TWF Programs. In addition, we hold the Catch A Special Thrill Foundation, volunteers and agents harmless and free of any liabilities related to any and all accidents resulting in accidental injury, to us or our child, while participating in the TWF Event.

Participants Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**REGISTRATION FORM for BOATERS**

Event Name: Take A Warrior Fishing Location: \_\_\_\_\_

Boater Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_ Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_

Accommodations / Special Dietary Needs: \_\_\_\_\_

Will a co-captain be joining you? \_\_\_\_\_ If yes, Name: \_\_\_\_\_

Total capacity of your boat (including yourself & co-captain): \_\_\_\_\_

**Liability Release**

Permission is granted to photograph myself and family members and for CAST or their nominee to use in conjunction with the promotion of the Take A Warrior Fishing (TWF) Program. In addition, we hold the Catch A Special Thrill Foundation, volunteers and agents harmless and free of any liabilities related to any and all accidents resulting in accidental injury, to us or our family members, while participating in the TWF Event.

Boaters Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## “Event Order Form”

Please read each line item carefully.

Providing the information requested will help insure a successful event in your area.

### Host / Ship to Information

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Lake or Event Site: \_\_\_\_\_  
 Event Date: \_\_\_\_\_

Expected Number of military personnel participating in your event: \_\_\_\_\_

**Requested number of participant t-shirts in sizes):** example SML 10 MED 20 LRG 10

Select: Military Green \_\_\_\_\_ or Grey \_\_\_\_\_

ADULT SIZES:	SML		MED		LRG		XL		2XL		3XL	
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**An equal number of Baseball Caps (for Boat Captains) included in event package**

Navy/Red \_\_\_\_\_ Camo \_\_\_\_\_ Navy/Tan \_\_\_\_\_

**An equal number of volunteer t-shirts to participant t-shirts are included in your event package.**

Requested number of **Volunteer t-shirts in sizes):** example SML 15 MED 15 LRG 10

MILITARY GR	SML		MED		LRG		XL		2XL		3XL	
GREY	SML		MED		LRG		XL		2XL		3XL	
NAVY	SML		MED		LRG		XL		2XL		3XL	
WHITE	SML		MED		LRG		XL		2XL		3XL	

### **Additional Volunteer T-Shirts: (available at \$15 each)**

MILITARY GR	SML		MED		LRG		XL		2XL		3XL	
GREY	SML		MED		LRG		XL		2XL		3XL	
NAVY	SML		MED		LRG		XL		2XL		3XL	
WHITE	SML		MED		LRG		XL		2XL		3XL	

**Would you be willing to help CAST by selling TWF clothing at your event? Yes \_\_\_ No \_\_\_**

### **“Event Extras”**

The additional items listed below may be purchased for your Volunteers, Boaters and Sponsors prior to your event. The additional items are shipped with your equipment order. Please note: These items are in addition to your event sponsorship and equipment order.

Extra Baseball Caps @ \$15.00 each: Navy/Red \_\_\_\_\_ Camo \_\_\_\_\_ Navy/Tan \_\_\_\_\_

Special Service Award Plaque @ \$15.00 each \_\_\_\_\_

TWF Event Plaques with photo sleeves @ 15.00 each \_\_\_\_\_

Total Price for additional items \$ \_\_\_\_\_

Note: Additional items may be available for your event. New items are posted on the CAST website, as they become available.

**Please submit your event order form and sponsorship fee, payable to CAST, six weeks prior to your event date.**

### Boater / Partner Sheet

<b>Boat Captain</b> Contact Information	<b>Cell Phone Number</b>	<b>Fishing Partners for the Day</b>
<b>Capt.</b>	# (    ) I can Take (    ) Warriors	<b>#1</b> <b>#2</b>
<b>Capt.</b>	# (    ) I can Take (    ) Warriors	<b>#1</b> <b>#2</b>
<b>Capt.</b>	# (    ) I can Take (    ) Warriors	<b>#1</b> <b>#2</b>
<b>Capt.</b>	# (    ) I can Take (    ) Warriors	<b>#1</b> <b>#2</b>
<b>Capt.</b>	# (    ) I can Take (    ) Warriors	<b>#1</b> <b>#2</b>
<b>Capt.</b>	# (    ) I can Take (    ) Warriors	<b>#1</b> <b>#2</b>
<b>Capt.</b>	# (    ) I can Take (    ) Warriors	<b>#1</b> <b>#2</b>

# TAKE A WARRIOR FISHING – Supplies Check List

## MAILING PACKETS: (Participants)

- Letter
- Meal tickets (*note event for “immediate family only”*)
- Entrance pass
- Safety information

## REGISTRATION:

- Confirm with Boaters (*call or email before event to remind/confirm*)
- Tables (8):
  - 3 tables for check-in of: a. participant, b. volunteers, c. boat captains
  - 2 tables for life vests, tackle box/pole
  - 1 table for coffee/food
  - 2 tables for auction & merchandise sale items
- Chairs (20) (*also used for picnic for families*)
- Canopies
- Ball point pens (8) (*to complete blank registration/waiver forms*)
- Permanent markers (6) (*for name tags*)
- Registration stamps (3) (*stamp participant – no stamp, no getting on boat*)
- Clipboards (5)
- Short list for each registration table on what is to be handed out/confirmed by table worker. (*i.e. Boat Captain: Cell#, # boat can hold, signed liability waiver, hat, name tag.*) (*i.e. Volunteer: sign-in, signed liability waiver, shirt, name tag*) (*i.e. Participant: completed registration form, shirt, name tag, rod/reel, tackle box, life jacket*)
- Registration Forms (if doing paper forms), alphabetized (*Note if waiver is signed or not.*)  
[or] Registration Report (if doing online registration)
- Folders with blank registration forms (*a. participant, b. boat captains*)
- Sign-up Sheet for Volunteers
- Name badges for boat captain, volunteers, and for participant
- Boat Captain: TWF hat
- Boat Captain: Confirm cell # and possession of cell phone on water for Boat Captain at registration.
- Participant: TWF shirt
- Fishing rods/reels (for participant)
- Bait & tackle box (for participant)
- Life jackets
- Volunteer: TWF shirt
- Merchandise Sale: change, cash box, inventory check/balance sheet for sales tracking, sheet for credit card orders.
- Pre-assign volunteers: (7) registration tables (*3/participant, 2/boat, 2/volunteers*), (3) fitting for life jackets, (4-5) assemble rod/reel
- Radio “check-out list” to track return of radios.

# TAKE A WARRIOR FISHING – Supplies Check List

(continued)

## SITE:

- Trash bags/cans (*recycle & trash boxes?*)
- Duct tape
- Packing tape
- Roll plastic table covers (1)
- Scissors
- Stapler/extra staples
- First aid kit
- Generators (1)
- Speaker / mic
- Direction signs
- Cones (*block off parking area & in front of registration table for line loading of boats*)
- Boater key board & parking site numbers, parking site map
- TWF banner (at sign in & picnic area)
- Thank you board for sponsors
- Zip ties / clips
- Twine
- Radios

## FOOD: (*some shore volunteers may need to lunch at 11:00, noon for rest*)

- Coffee/creamer/cups/condiments for morning
- Plates
- Napkins
- Ice & buckets
- Water & juice
- Self-lighting charcoal
- Lighters (2)
- Foil
- Condiments (ketchup, mustard, relish, mayo, tomatoes, onions)
- Cheese
- Buns (hamburger & hotdog)
- Meat (hamburger, veggie-burger, hotdogs)
- BBQ utensils
- Utensils (plastic forks/knives)
- Tinfoil bins w/lids or hot warmer
- Watermelon (pre-cut)
- Hand sanitizer pump bottles
- Tables (4)

## Catch A Special Thrill Website –Take A Warrior Fishing Events Options

### Website Options & Ideas – Events

1. Custom Text for your event
  - a. Description of your event
  - b. General schedule
2. Email links
  - a. Event Contacts – can have multiple listed (Main event coordinator, volunteer contact, boater contact, registration contact, etc)
3. Links to internet sources
  - a. YouTube
  - b. Flickr
  - c. media websites
4. Link to a document (PDFs, Word, Excel...)
  - a. Send document to Jessica ([Jessica@castforkids.org](mailto:Jessica@castforkids.org)) , she will upload to your page on the website
  - b. Event Flyer
  - c. Registration Forms
5. Online Registration Link(s)
  - a. Set up by Jessica, as requested by event coordinator
6. Link to a Google document (Forms, etc)
  - a. Send the link of the live form to Jessica via email ([Jessica@castforkids.org](mailto:Jessica@castforkids.org))
  - b. Use Google Forms to make a Registration/sign up form for volunteers – easy way to organize/keep contact info; and to organize boater info prior to the event.

Default information (included on all listings, unless not provided or otherwise specified):

(example: <http://www.castforkids.org/events-calendar/twf-events/caesars-creek/>)

1. Name of body of water, City/State, Date of event
2. Event Info:
  - a. Short description
  - b. Contact info: Coordinator name, email (as a link), phone number
3. Past Events section:
  - a. Link to Flickr site – directly to the events’ collection
  - b. List of Sponsors
  - c. Statistics (# of Warriors/Family Members, # of Boaters (if applicable), # of Volunteers)
4. Side Navigation
  - a. Buttons:
    - i. Email Coordinator (email link)
    - ii. Survey (link to online Survey)
    - iii. Photos (link to Flickr collection for that event)
  - b. Site Navigation
  - c. Donate button (via Paypal) – goes to the TWF Program

## Catch A Special Thrill Website –Take A Warrior Fishing Events Options

(continued)

Full Listing (\*added from default):

(example: <http://www.castforkids.org/events-calendar/twf-events/lake-washington/>)

1. Name of body of water, City/State, Date of event
2. Event Info:
  - a. Short description
  - b. \*Participant section – info for them specifically (such as how to register)
  - c. \*Volunteers/Boaters section – info for them specifically
  - d. Contact info (for questions): Coordinator name, email (as a link), phone number
3. Past Events section:
  - a. Link to Flickr site – directly to the events’ collection
  - b. \*Event Report
  - c. \*Event PR (before or after event) – news articles, videos, etc
  - d. List of Sponsors
  - e. Statistics (# of Warriors/Family Members, # of Boaters (if applicable), # of Volunteers)
  - f. \*Event Quotes / Stories
4. Side Navigation
  - a. Buttons:
    - i. \*Participant Registration (link to online registration, PDF document or online form)
    - ii. \*Volunteer Registration (link to online registration, PDF document or online form)
    - iii. Survey (link to Survey)
    - iv. Photos (link to Flickr collection for that event)
  - b. Site Navigation
  - c. Donate button (via Paypal) – goes to the TWF Program