

Guidelines for Hosting an Outing

The PRPA Outing is held annually in June. Member clubs are asked to host the event. Clubs are chosen by alphabetical order. If a club is unable to host in their designated year they are free to arrange for a switch with another club.

PRPA receives 50% of the profit from the outing and the other 50% goes to the hosting club/clubs. In the event of a loss PRPA will cover 100% of that loss.

1. Choose a date and venue.

- a. The event will be held over a weekend in June from Friday evening until Sunday morning. The AGM will be held on Friday evening, usually followed by a guest speaker, tours and or activities will be held on Saturday, wind up on Sunday morning.
- b. Attendance: Can be anywhere from 25 – 50 participants (club members and guests)

2. Before Outing:

- i. Book venue
 1. Should be able to accommodate banquet style set-up for the expected number of participants.
 2. An area should be available for displaying all prints entered in the year's competitions (the Rosetown Photography Club has the stands and are responsible for transporting to the Outing)
 3. A head table should be available at the AGM for the Chairperson, Secretary.
 4. Ask for an advance from PRPA if needed for deposit (up to \$500)
- ii. Organize catering for Saturday breakfast, lunch and banquet and Sunday breakfast (4 meals in total). Banquet can be held either at noon or 6 p.m.
- iii. If possible reserve a block of hotel rooms for participants (members usually double up on the accommodations).
- iv. Obtain a guest speaker for presentation after the AGM (usually someone familiar with the area who could discuss things to see or do, but doesn't have to be). Check to see if he/she needs any equipment for the presentation (screen, projector, laptop)
- v. Arrange 3 judges for Showmanship competition (they do not have to be PRPA members). Advise Competition Chair of the number of entries. Time will have to be organized for the presentations during the Awards program. Confer with Competition Chair re screen (usually host club provides), projector, laptop.
- vi. Decide on photo themes for the Outing Competition – usually four themes. Decide on rules for the Competition - how many images each photographer will be allowed to enter (remember that your club will be judging them in the fall), timeframe for when pictures can be taken.
- vii. Decide on an MC
- viii. Organize a small meeting room or area for the Board meeting on Sunday
- ix. See Prairie Focus bullet below
- x. See Tours bullet below

3. Prairie Focus:

- a. Create a promo report (Save the Date) for the fall Prairie Focus and the web stating the date and venue. Include pictures if possible.
- b. Prepare a budget for the Outing. Remember to include all costs associated with the Outing (venue, meals, travel costs, printing cost and incidentals i.e. paper, tape etc.)
- c. Create a registration form (use past registration forms as a template). Send to the Prairie Focus editor for inclusion in the winter edition. You will need to include registration fee, breakout costs for meals, guest speaker etc. (for non-registrants) and information on available accommodation.
- d. Provide update on Outing for the spring Prairie Focus.

4. Tours/Activities:

- a. Set schedule for tours/activities – tours can be guided with transportation (private or owned) or self-guided (provide maps and information on areas of photographic interest)
- b. Bagged lunch may be an option if photographers going to remote areas.
- c. Water provided for Saturday's photo shoot/tours.

5. Outing:

- a) Registration
 - Take registration before the AGM -1½ to 2hrs. Establish who are PRPA members and who are non-members
 - Provide a package to each registrant containing schedule, voting cards for members, name tags, Outing competition themes and rules, tours, information on the area and anything else you can think of.
 - Provide a list of registrants to the Secretary.
- b) AGM:
 - Held on Friday evening – usually @ 7 p.m.
 - Confer with Chairperson re set-up. May need a microphone if venue is a large space.
 - Speaker to follow AGM 8 p.m.?
- c) Banquet:
 - Can be held either on Saturday evening or at noon on Saturday
 - Award presentations usually follow the banquet, but can be organized for a different time. This will be handled by the Competition Chair.
- d) Executive meeting:
 - Held on Sunday morning.
 - If possible provide a financial report for the Outing to the Treasurer.
- e) Financial Report
 - Prepare a financial report following the Outing. Send the report and the profit share to the PRPA Treasurer by July 31 of the Outing year.