## Son mespararo

2024
EVENT PLANNING GUIDE

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- Example Flier with Ancillary Documents
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## GETTING STARTED


(0) WELCOME

Welcome to Moyesway Shooting Sports. This packet contains information about hosting your most successful event ever. We're going to review everything you need to know about hosting a shotgun tournament. You'll learn about the different types of sporting clays activities, scoring and advertising, different event components, productive revenue streams, typical event expenses, colecting payments, and how to use your volunteers effectively. Please let us know if you have any questions or concerns.

## SPORTING CLAYS TOURNAMENT

Sporting Clays is often called golf with a shotgun. It consists of multiple shooting stands or stations that each present a different set of targets. Tournaments typically contain five components: the main event, a meal, a side event, a raffle and/or auction, and awards. We will go into all these in detail throughout this presentation. We typically choose the number of stations based on your event size and the number of targets your participants will be shooting. Our most common course is 100 targets over 12 stations. The main event typically takes about 2 to 2.5 hours to complete.

## MAKING YOUR FLIER



PRE-REGISTER ON ICLAYSCOM EUROPEAN ROTATION 9AM T0 2 PM
YOUTH SCHOLARSHIPS AWARDED:
IST PLACE YOUTH MALE
IST PLACE YOUTH FEMAIE I RANDOM DRAW YOUTH PARTICIPANT

## MOYESWAY SHOOTING SPORTS

512-557-2050

|  | SIDE EVENT <br> s. 6 peri foulit |
| :---: | :---: |

## SPONSORSHIIP SIGN UP FORM L PLEASE CHOOSE YOUR SPONSORSHIP TYPE: APKil ${ }^{\star}$ SCHOLARSHIP SPONSOR - $\$ 1500$ <br> PRINCIPAL SPONEOR - 51000 <br> VARSITY STATION SPONSOR - 5500 <br> JUNIOR VARSTTY STATION SPONSOR

2 PLEASE SUPPIY YOUR CONTACT INFORMATION: your compary mame

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YOUR PHONE ,
YOUR EMAIL
YOUR CONPANY MALING ADDRESS

3 PIEASE EMALL YOUR LOGO TO: ANNETTEROECKEROZCGMAIL COM

TO SPONSOR CONTACT:
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## (()) WHAT YOU NE=D

Your flier is the sales sheet for your event. Make it bright, flashy, and easy to read. Examples of events fliers can be found in the images above. Full sized examples can be found in the Appendix.

Your flier should contain the following information:

- Name of your event
- What your event supports
- Date \& Time
- Phone \& Email
- List of events \& Prices
- How to register
- Moyesway information


## (®) FLIER SERVICES

If creating a flier seems overwhelming to
you, let us create it. We can also include
fillable PDFs and QR codes upon request.
If creating a flier seems overwhelming to
you, let us create it. We can also include
fillable PDFs and QR codes upon request.
If creating a flier seems overwhelming to
you, let us create it. We can also include
fillable PDFs and QR codes upon request. We charge $\$ 25$ per page.


## ANCILLARY PAGES

Ancillary documents can be used to advertise sponsorship levels and collect sponsor and participant contact information. We'll go into sponsorship information later. Examples of these documents can be found above. Full sized examples can be found in the Appendix.

## ADVERTISING \& SCORING

## ONLINE SCORING

There are multiple online advertising and scoring programs for the Sporting Clays industry. At Moyesway Shooting Sports, we use iClays exclusively due to it being the primary program in Texas and the fact that the owner is a Texan himself. You are welcome to use other scoring programs if you plan to do your own scoring. All the programs feature a mass email function that reaches out to shooters in the area. You'll find a breakdown of the different programs on the next page. If you would like for us to handle your online scoring and advertising, we charge $\$ 3.00$ per participant and use iClays.

## MANUAL SCORING

If you're having a private event or don't think you'll benefit from the scoring programs' mass email feature, scoring can be done in a spreadsheet. We'll be happy to provide examples upon request. You can also have us handle all your scoring offline as well. We charge $\$ 2$ per person for this service.


## RECOMMENDED SCORING PROGRAMS


iClays.com is the program we use to score all of our events. The owner is available should we run into any issues. The mass email feature that reaches out to registered shooters within a 250 -mile radius. Plus, all of your scores will be available online for your participants to view. Learn more: www.iClays.com

Score Chaser is the newest Sporting Clays Scoring and advertising system. It also offers advertising and online scores. Learn more at: scorechaser.com.

## EVENT FINANCIALS

## (®) REVENUE

Obviously, the shooting portion of the event is your main component for event revenue. Use this fun, unique and challenging activity to drive attendees to your event. Typically, fundraising participant price falls in the S125 to S200 per participant range. This usually includes 100 targets and lunch.

However, it doesn't have to be
 your only or main source of event revenue. Additional ways to earn revenue include:

- Event Options
- Raffles
- Silent or Live Auctions
- Sponsorships


## (0) MULLIGANS

A mulligan is a pair of extra shots that are added to the participant's score. They can shoot these additional shots out on the course during the main event. These are especially helpful when a team is close to winning a prize. You can earn a lot of additional revenue by charging participants for extra shots. Typically, they are sold in packs of 5 (10 targets total). You can charge between $\$ 10$ and $\$ 20$ per 10 additional targets.

## (0) SIDES EVENTS

A great way to make additional revenue is to add a secondary event. These events will be shot by participants before or after your main event and by event guests that have never shot sporting clays before and aren't comfortable starting out on the main event. You can offer prices for your side event or not, depending on your budget and desire.

## REVENUE SOURCES

## SIDE EVENTS

## FLURRY

The shotgun flurry is a fast-paced, 2-man game, kind of like Wack-a-Mole with a shotgun. Participants are challenged to shoot as many random targets as they can in 60 seconds. They are typically between 20 or 30 targets. You can charge $\$ 20$ per person, making this the \#1 revenue maker on the list.

## GAME

Games are typically 10 targets events that challenge the participant to shoot a repetitive, but difficult target. Examples of game stations include the long bird or rabbit. We also offer a holiday themed, wind chime game. $\$ 20$ is the typical cost for the game.

## 5-STAND

A 5-Stand is an event that uses 5 shooting cages lined up in a row, where 5 people participate at a time. They are typically between 25 and 50 targets. You can charge between $\$ 30$ and $\$ 75$ per person.

## PRELIM

A prelim or preliminary event is typically a 5 station/50 target event. This works best when you have really experienced shooting crowd and have two main events flights. You can charge between $\$ 75$ and $\$ 100$ for this event. We can also make this a nighttime, black light event.

## REVENUE SOURCES



## REVENUE SOURCES

## © SPONSORSHIPS \& DONATIONS

## OBTAINING \& PRESENTING ITEMS

Hosting a raffle or auction is a great motivational tool to drive attendee engagement. Locally owned businesses are the best resource for raffle prizes or auction items. Boutiques, restaurants, hair salons, etc. are typically locally owned and operated. You may also ask volunteers (or parents of youth group participants) for donations to create gift baskets. A typical raffle or auction has about 1 or 2 baskets per 5 participants.

That said, you can also reach out to large corporations. However, obtaining prizes from the likes of Wal-Mart and HEB takes a longer time period. Most corporations require that you request donations at least 3 months in advance. Make sure you make these requests online first.

## TYPES OF DONATIONS

Cash is king (more on that later), but it's not as easy to obtain as merchandise, gift cards, and certificates. Sometimes businesses will gift an entire basket of items. But more often they will donate one small item. Don't worry! Smaller or single items can be grouped with other items to create great raffle baskets. Any items will do.

Examples of items often donated include:

- Spice jars/prepackaged food items
- Gift cards
- Coolers
- Artwork
- Stainless-steel mugs
- Alcohol


## BASKET SUPPLIES



- Baskets - buy from your local good will store (spray paint them if they need refreshing)
- Cellophane bags - sometimes available at the Dollar Tree, always available on Amazon
- Bows or ribbon
- Crinkle cut paper, shred filler or tissue paper
- Raffle basket description sheets ( $8.5^{\prime \prime} \times 11^{\prime \prime}$, if you want to use our display sign holders)


## SPONSORS

## TYPES OF SPONSORSHIPS

Don't be shy about accepting any assistance offered. Sponsorships can be accepted in cash, merchandise, service gift certificates, or even service itself. Merchandise can be used in auctions, raffles, and as door prizes.

## CASH

Offer a variety of price points for your sponsorships. We recommend starting at $\$ 250$. Most events set their top sponsor around $\$ 2500$, but an established event can ask for as much as $\$ 50,000$. There are example sponsorship levels listed to the left and example flyers, including sponsorship request forms, can be found in the Appendix.


## SE=KING SPONSORSIHPS

(Locally Owned is Best)

- Restaurants
- Gift Shops
- Businesses/Companies
- Clubs
- Markets
- Grocery Stores
- Tourist Spots
- Service Providers - Exterminators, Plumbers, HVAC Techs, Landscapers, Dentists, Hairstylists, Dog Trainers, etc.
- Banks
- Car/RV/UTV Dealerships
- Car Washes


## TAKING PAYMENT

## MAKE YOUR PLAN

Will you be taking cash, checks and credit cards? Do you want to take pre-payments or accept all payments at the event?

If you want to take payments for registration at your event, it will be helpful to keep track of who has paid and who hasn't. We recommend using a spreadsheet to keep track of this information.

If you wish to take prepayments for your event, you can create a PDF registration form that takes registration and payment information, just be sure to destroy any credit card information after you complete the transaction. You may also set up your own iClays account and discuss credit card processing with the owner. He will be able to set up automatic processing for you. Better still, iClays will keep track of who's paid and how hasn't paid at your event.

Finally, if you would like to take credit card payments, you will need to have your credit card processing system set up in advance. Most credit card processing systems have zero monthly payments and can be set up in as little as 15 minutes. If you plan to use your own iClays account, you'll want to reach out to the owner before selecting a processing company. Reach out to us, and we'll get you in touch with him.

## TAKING PAYMENTS

Payments are an important part of any event. You'll want to have a plan in place prior to advertising your event for how you can and will be taking payments. Taking cash and checks is easy, but taking credit cards can be just as easily accomplished.
> (O) PAYMENT PROGRAMS


Q SquareWe use Square for our card processing and can help you set it set up if you have any trouble. There is no monthly free and the account is free to set up. Learn more at www.Squareup.com.

PayPal is the original credit card processing company for small businesses and charitable causes. It offers zero fee cash transfers and rates comparable to Square and Stripe on credit card processing.
Learn more at www.PayPal.com.

Stripe works similarly to Square. The fees are nearly identical, and there is also no cost to set up your account. Learn more at Stripe.com.

# EVENT EXPENSES 



## OTHER

The cost of sponsorship signage and custom scorecards should be included in any event budget. Sponsorship signage should always be covered by the sponsorship itself. You can order signs and banner at sites such as Canva, VistaPrint, and Uprinting.

Only give out door prizes if they can be donated. You may also ask family members or volunteers to bring door prize items.

## SHOOTING

The Moyesway Event Pricing Form in the Appendix lists all the prices related to the shooting portion of your event. Other expenses related to your event will include: awards, advertising, food and other. You'll find a sample Event Budget in the Appendix as well.

## AWARDS

Don't over-spend on your awards. Be sure to have any promised scholarship awards covered by sponsors. Physical awards are simply a token of the participants' achievement. Although belt buckles are a popular award, they can be very expensive. Participants are just as happy with custom stainless-steel cups, backpacks, or donated coolers. For belt buckles, we recommend Molly's Custom Silver.


Molly's Custom Silver
682-717-1770
www.mollyscustomsilver.com

## (0) ADVERTISING

If you use one of the scoring programs mentioned previously, expect to pay $\$ 1$ per participant for advertising. Other advertising avenues are typically free. Be sure to include the cost of paper flyers in your expenses.

## FOOD

You can seek food from a variety of sources. If you are a nonprofit, don't be afraid to ask for a discount. You can also ask volunteers to prepare and provide food. Family members an be asked to bring drinks and desserts. You'll find our list of preferred food vendors below.

## PREFERRED CATERERS



Kreuz Market BBQ
512-398-2361
www.kreuzmarket.com
LaConsentida Mexican Food
210-773-2524
https://www.facebook.com/LaConsentidaUSA
San Marcos BBQ
512-938-1019
www.sanmarcosbbq.com

## VOLUNTEERS

Volunteers are a huge asset to any sporting clays event. There are a few ways you can use them to make your event more enjoyable. The best uses for volunteers are in order based on importance: sponsorship procurement, raffle or auction organization, preparing and serving food, scoring and trapping.

## SPONSORSHIP PROCUREMENT

Sponsorship procurement is the most important of your volunteer activities. This is when you can make the most revenue for your organization. If you only have a few volunteers, make sponsorship procurement their priority.

## ORGANIZATION

Raffles and auctions are big money makers at any event. Once you have all your raffle and auction items collected, it's important to make them look nice. The nicer they look, the more money they'll bring in. Put your most artistic volunteers on this task.

## FOOD

You can save a lot of money on food, if you have volunteers with the skill and time to prepare and serve it. Hot, fresh cheeseburgers with a bag of chips or some homemade potato salad, are always a hit and can be served for around $\$ 3$ per plate.

## SCORING

Volunteers can handle the score card creation and scoring at your event. However, you want to make sure that they have some experience doing so. Do a dry run if you are not sure about their level of expertise. We offer this service for $\$ 2$ per person, so it may be better to leave it to us if you don't have the necessary experience. We'll be happy to train you during your event so that you can save money on this service the following year.



#### Abstract

(0) TRAPPING

Acting as scorers and trappers on the sporting clays field is most often thought about when considering volunteers for a sporting clays event. However, it requires many volunteers and isn't necessary for either safety or quality score keeping. Unless you have $25+$ volunteers, we recommend putting them in other areas of need - like manning the raffle or auction area. Our range managers will keep the course safe, and the other members of your participant's squad will make sure scoring and trapping are completed.


APPENDIX

www.Moyesway.com 512-557-2050
Whitney@Moyesway.com
122601 FM20
Kingsbury, TX 78638

## MOYESWAY EVENT PRICING 2024

Sporting Clays Events
100 Target Event $\$ 68$ per participant50 Target Event .................................................................................................................................... $\$ 34$ per participant
(\$5 Extra Per Person for 5 Stand or Whiz Bang. \$10 Extra Per Person for Black Light.)
30 Target Event \$25 per participant or pair (for flurry)25 Target Event$\$ 22$ per participant
(\$5 Extra Per Person for 5 Stand)
10 Target Game/Set of 10 Mulligans \$8 per participant
Add-On's
Unlimited water and ice on course $\$ 3$ per participant
Unlimited soda and water in pavilion $\$ 3$ per participant
Bagged Ice
101b bag. \$3 per bag
201b bag. \$5 per bag
Online Registration and Advertising $\$ 3$ per participant(Includes scorecards and scoring)On-site Registration and Scoring\$2 per participant(Includes scorecards)
Custom Flier \& Ancillary Pages \$25 per page
(Ancillary Pages include Sponsorship Sheet, Sign-Up Form, Sponsorship Letter, etc...)
Discounts
Shooting Sports Youth Group..$\$ 10$ off per participant on main event
We can arrange for catering, as needed. Prepayment is required.
Sales Tax is $6.75 \%$ if applicable.




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TO PAY BY CREDIT CARD:
:s\# owen
Name \#4

PARTICIPANTS (LIST AS MANY AS APPLICABLE)
:!ешョ
:
Mailing Address: Name:
SPONSORING COMPANY (IF APPLICABLE):
WYOI dn-N2|S


 : $10 \forall \perp$ NOS dIHS\&OSNOdS

AMOUNT DUE:

SPONSORSHIP SELECTION:
$\$ 3000$ - Event Sponsor
$\$ 1000$ - Dinner Sponsor
$\$ 750$ - Station Sponsor

$\star \star \star \star \star \star \star \star \star \star \star \star \star \star \star$


## 3 CARRILLO CIGARS BOXED GIFT SET

$\$ 40.00$ VALUE<br>DO NA TED BY:<br>SEQUIN CIGAR



GONZALES ELKS LODGE


* $\star \star \star \star \star \star \star \star \star \star \star \star \star$

ITEM

VALUE $\square$

NAME
PHONE \#
BID \$



## SAMPLE SPORTING CLAYS EVENT BUDGET

$\$$
Event Revenue100 Target Main Event.
$\qquad$$\$ 6250$
(50 participants @ \$125 each)25 Target Flurry.\$480
(12 Teams @ \$40 each)
Raffle/Silent Auction ..... \$3000
(\$60 per participant)
Sponsorship ..... $\$ 3000$
(1 Title and 2 Station Sponsors)
Extra Lunch Tickets\$225
(15 people @ \$15 each)


## Event Expenses

100 Target Main Event
..$\$ 3400$
(50 participants @ \$68 each)
25 Target Flurry. . . 264
(12 Teams @ \$22 each)Lunc$\$ 700$
h (70 @ \$10 each)
Advertising \& Scoring .....  $\$ 150$
(50 @ \$3 each)
Awards ..... $\$ 300$
(6 @ \$50 each)
Banners, Flyers, \& Signage. ..... $\$ 300$
Total .....  $\$ 5114$

Event Profit

