

Guidelines for Outing Coordinators

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1. 120 days prior to outing
 - a. Survey local hotels/B&B/RV/Campground to determine best facility for outing
 - b. Secure a group reservations for 25 – 40 attendees
 - c. Try to obtain a special group rate
 - d. Determine cutoff date for the group reservations
 - i. Advise attendees to make their own reservations under the TWFF group reservation
 - e. Secure meeting room for mullet mixer
 - f. Survey local area to obtain listing of restaurants
 - g. Contact local guide or outfitter to get information on the fishing
 - h. Obtain map and directions to the outing headquarters
 - i. Post information under your outing on the message board
2. 90 days prior to outing
 - a. Prepare a short article on the outing for the newsletter
 - b. Review previous newsletters to get format
 - c. How and where to make lodging reservations
 - d. Who to send RSVPs to
 - e. General information about the area and fishing
 - f. Update information on the website's message board
3. 60 days prior to outing
 - a. Start to work on more specific information
 - b. Obtain names & phone numbers of kayak/canoe rental businesses
 - c. Get information about water access and porting services
 - d. Establish mullet mixer time and place
 - e. Lodging specifics; in-room refrigerators, microwaves, facilities
 - f. Places to eat; type of food
 - g. Type of fishing, suggested flies, and equipment
 - h. Fundraiser information, raffle, silent auction
 - i. Map and directions to outing headquarters/mullet mixer
 - j. General information about the area
 - k. Work on goodie bags for attendees
 - l. Contact a speaker for the mullet mixer; focus the next day's fishing, what the water is like, techniques to use, and flies
 - m. Make reservations for Saturday dinner
 - n. Prepare outing schedule to include mullet mixer, time to be on and off the water, and dinner time
 - o. Formalize outing agenda and prepare detailed article for newsletter (consult website for examples)
 - p. Update information on the message board about outing
4. 30 days prior to outing
 - a. Scout out the outing area; actually fish the area and kayak the river if possible
 - b. Find out all you can about the water and safety concerns
 - c. Reconfirm restaurant and hotel reservations
 - d. Maintain frequent contact with hotel to determine number of attendees
 - e. Update/monitor message board for your outing and answer questions
5. 15 days prior to outing
 - a. Assembly goodie bags (if provided)
 - b. Analyze attendees. Get familiar with their experience levels – fishing/swimming/etc. If beginners have signed up, pay special attention to their needs. Arrange for loaner equipment if needed.
 - c. Contact experienced members and ask them to help beginners.
 - d. Send out post-it-notes on any changes. (Contact webmaster)
 - e. Monitor message board for your outing and answer questions

6. Outing weekend
 - a. Arrive early (Thursday if possible)
 - b. Scout out the area
 - c. Set up the mullet mixer area
 - d. Check with lodging to see if there are any problems
 - e. Check out the restaurant. Talk to the manager if possible.
 - f. Be available to attendees
 - g. Take pictures or ask others to
 - h. Several attendees will always come a day early. Use them to gain more information on the fishing.

7. 7 days after outing
 - a. Prepare and submit a trip report for newsletter to the newsletter@twff.net (consult newsletter for examples)
 - b. Remind members to send photos to webmaster@twff.net and historian@twff.net