FIELD MEET

7.1 FIELD MEET CHAIRPERSON:
In the past, the Field Meet Chairperson ("Chair") has been selected by the Board as anyone showing the desire to take on the tremendous responsibility of putting on this annual event. The candidate should have a thorough understanding of the obligation, as well as a plan and a proposed budget relating to the type of Meet they wish to hold. Normally, the candidate comes forward during the current Field Meet and asks for the opportunity to present their plan for the next Field Meet. Because the annual Field Meet is the CHC's major source of operating income each year, the qualifications of the candidate must be taken into consideration when designating a Chair. Do they have a plan, a location, and the ability to formulate and adhere to a budget? Using one of the previous Meet locations and formats will help to insure their success. Past Field Meet Chairs include Frank Ely, Craig Culver, Larry Baines, Tom Stephen, Dan Summers, and Ron Brown. Prospective Field Meet Chairs are strongly encouraged to contact one or more prior Chairs for suggestions and guidance.

7.2 VENUE AND BUDGET:

Venue: In the past, the CHC has held two basic types of Meet: a county fairgrounds Meet, and a hotel format Meet.

Fairgrounds Meets usually allow for camping at the Meet location. This type of format is more demanding and requires early identification of all volunteers needed to insure success (setting up and taking down tables and chairs nightly, renting of audiovisual equipment, procurement of refreshments, etc.).

Hotel Meets are usually all-inclusive; which means that all of the functions are brought together by the assistance of the hotel staff. This usually allows the Chair the luxury of enjoying the Meet a little more by knowing that there is a coordinator at the hotel helping to insure that things are attended to immediately. However, the Chair must keep in mind that hotels only provide discounted rates in exchange for a guarantee that they will be the supplier of all refreshments and audio/visual equipment. These costs can be substantial, as the budget description below indicates.

Regardless of the Meet format chosen, access to adequate game and land is required.

Budget: The Meet budget is normally formulated by the Chair and presented for approval by the Board at least six months before the Meet. In any case, the proposed budget must be submitted to the Board sufficiently in advance for the Chair to react to
changes specified by the Board. Following is a typical budget for each type of Field Meet format:

- Weathering yard fencing $600
- Video Equipment Rental $1000
- Meet Pins and T-Shirts $1,260
- Printing $550
- Game Sheets
- Registration Forms
- Area Maps
- Membership Renewal Forms
- Wine Labels
- Raffle Ticket Purchase $50
- Name Tags $75
- Postage $400
- Protective Plastic for hotel rooms $100
- Wine $300
- Trophies and Plaques $300
- Speakers (lodging, transportation, fees) $1,000
- Port-a-potties (Sky Trials) $150
- Advertising (American Falconry, Hawk Chalk, etc) $250
- Free Banquets and Free Meet Fees $125
- Field Meet Decals $200
- Fairgrounds Rental $2,500
- Fairgrounds tables and chairs rental $500
- Fairgrounds insurance $1,200

Lessons Learned - Venue and Budget
1. Submit the budget to the Board in March or April preceding the Field Meet.
2. Submit liberal (worse case) cost estimates.
3. Include miscellaneous expenses (20% contingency)

7.3 TIMING:

The timing of the Meet is very important. The Chair must know the status of the current waterfowl and upland game hunting seasons. In the past, the Meet has been held between the Christmas and New Year's holidays. In recent years, the Meet has been planned to coincide with the end of duck season because falconry may be allowed one additional week after the end of gun hunting season. So, the last few Meets have been put on during the last half of January. This can be a coordination problem since the DFG does not set
the duck season until July. By that time, changing the Field Meet dates would be very
difficult.

Lessons Learned - Timing
1. Confirm when the waterfowl season starts and ends as soon as possible.
2. It may be possible to hold the Field Meet after gunhunting season
   ends and falconry is provide one extra week. The problem is that
   the DFG and USFWS may not make this information known until
   long after the Field Meet dates should be set and published.
3. 

7.4 PRE-REGISTRATION:
Knowing in advance the estimated number of attendees helps a great deal when trying to
plan for the banquet, and the making up of name badges. A look back at the previous
records with the Treasurer, and the type of format to be used should give a good
indication of estimated attendance.

Mailing the pre-registration information is normally done at least forty-five, and
preferably sixty days prior to the Meet. In the past, it has been mailed along with the
December Newsletter, that is, if the Meet is to be held in last half of January. If the Meet
is to be held between the Christmas and New Year's holidays, then an adjustment in the
mailing date would be required. Using a prepaid return envelope is an excellent addition
if available to the Chair since it does seem to make a difference in encouraging people to
respond in a timely manner. The easiest method of pre-registration for all concerned is
the use of the credit card enabled CHC web site. Contact the web site administrator well
in advance to update the web site.

In the past, a discount of at least $5.00 is given for pre-registration, although previous
experience has shown that $10.00 or more can do wonders to get encourage early
registration. Other suggestions include free raffle tickets, jesses, leashes, etc., to the first
fifty attendees or pre-registrants. Here is the opportunity for the Chair to use some
imagination.

Lessons Learned - Pre-registration
1. Bulk mail can take up to a full month to be delivered. Mail the pre-
   registration packets at least ninety days prior to the Field Meet if
   using bulk mail.
2. Pre-addressed return envelopes and early registration discounts
   have proven effective in estimating attendance.
3. Do not accept pre-registration forms submitted via U.S. mail for at least two weeks prior to the Field Meet. This avoids registration forms "in the mail" when the Field Meet dates arrive.

### 7.5 FIELD MEET PACKET:

Field Meet packets (envelopes) are normally pre-stuffed and ready to be handed out by the registration volunteers when a Meet attendee registers. Only the actual registrant is entitled to a Meet packet, not their immediate family member guests. To reduce confusion and speed the registration process, pre-registrants should have their names on the outside of the envelopes. The Field Meet packet normally includes:

**Meet Program:** This is a small multi-page booklet containing any and all information concerning meeting times, speakers, workshops, hours of registration, as well as emergency numbers for a local veterinarian, fire, police, etc. In addition, the names of Meet coordinators such as Board members, hunt coordinators, Sky Trials Chair, and other people that are important to the success of the event should be listed here.

**Meet Print:** Over the years, it has become a tradition to provide each registrant a Meet Print at the time they register or, if pre-registered, pick up their Meet packet. Recently, Jeremy Bradshaw has been the primary artist for the Meet Print. Copies of the Meet Print are normally produced in two sizes: full portrait size, and a smaller size nearing 11x17". The full size print is usually handed out until no more remain, thus being an incentive to early registration. Depending upon the willingness of the artist, copies handed out with registration may be signed and numbered. The original is normally one of the major raffle items.

**Maps and local area information:** When possible, the Chair should scout the area surrounding the Meet in order to make available maps of legal hunting areas. These include land accessible through the Bureau of Land Management, agreeable farmers, and/or game preserves (permission to hunt on a State game preserve can only be granted by the particular preserve's superintendent). It may prove helpful to send out a press release to the local papers announcing our presence and asking for help from the local residents in accessing known game areas, farm lands, etc. It may also be a benefit to have the local TV come by invite the public and ask for help in locating game areas. Also, it is beneficial to include some areas of interest for families; i.e., theatres, museums, arcades, horseback riding, dining, etc.

**Meet decal and/or patch:** Some Chairs have, in the past as part of their budget, included a custom patch and/or decal in the Meet packet. This would need to be included in the Chair's budget when presented to the Board. Cliff Saucier has helped with decals in the past and used ideas from the Meet pins for his designs. Again, if this is something you
wish to provide, start on it early. Attendees frequently ask the price for additional Meet
prints, decals and patches. The Chair should determine what those prices will be (if extras
are available) and inform the volunteers handling registration.

Entry permit for hunting: The Department of Fish and Game publishes form
number FG994 (also available on the CHC website) allowing landowners to provide
written permission for hunting access.

Lessons Learned - Field Meet Packet
1. Refer to the Registration Section for other documents that may also be
   included in the Field Meet Packet (Game Sheets, etc.).
2. Bulk mail can take up to a full month to be delivered. Mail the pre-
   registration packets at least ninety days prior to the Field Meet if using
   bulk mail.
3. If limited Field Meet packet giveaways are included (jesses, leashes),
   advertise that only the first [50, 100] registrants will receive them.
4. Assemble packets well in advance of the Field Meet (there won't be time
   at the Meet!).

7.6 REGISTRATION:
This area must be addressed early on and the Chair would be wise to utilize the
Membership Chair and Treasurer, if possible, to perform registration at the Meet. Having
at least three people on duty during registration hours to handle the attendees when they
arrive is minimal. Equally important is to make sure that registration is opened on time
daily, and that operating hours are clearly marked in the area. It is also wise to conduct
registration with the aid of a computer and people with the knowledge to use it. Three
registration "stations" are recommended: one for those who have pre-registered, one for
those registering at the Meet, and one for membership renewal. Also, out on separate
tables, all of the forms needed to conduct each of the above would help make it a positive
experience for all. Hours of operation for registration should allow for the volunteers
working the registration table to attend the evening's festivities.

Signage is very important to reduce confusion and avoid frustration. Until attendees have
registered and have been given their Meet packet, they cannot be aware of the day's
events without signs. It would be beneficial to have easels next to the registration area
with the day's events clearly posted in order to help the lines move quicker by avoiding
repeated questions posed to the registration volunteers. Signs should indicate contacts for
the Sky Trials (who should be contacted in order to participate), vendor information
(where and when the vendors should set-up), raffle information (who will receive the
raffle items), hunting coordinators (location of the pre-approved hunting grounds), etc.
These are all items that will help to insure that questions are answered quickly and
accurately, and should be included in the Meet packet, posted daily, and announced nightly at the start of the meeting. Also, hours of operation for vendors, registration, renewals, meetings and workshops should be shown.

<table>
<thead>
<tr>
<th>The following should be on hand at the registration table</th>
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<tbody>
<tr>
<td><strong>Forms</strong></td>
</tr>
<tr>
<td>Membership renewal</td>
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<tr>
<td>Meet registration</td>
</tr>
<tr>
<td>Vendor registration</td>
</tr>
<tr>
<td>Sky Trials sign-up</td>
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<tr>
<td>Raffle contribution</td>
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<tr>
<td>Workshop/clinic registration</td>
</tr>
<tr>
<td>Game Sheet</td>
</tr>
<tr>
<td><strong>Miscellaneous Supplies</strong></td>
</tr>
<tr>
<td>Stapler</td>
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<tr>
<td>Credit card form imprinter</td>
</tr>
<tr>
<td>Pens</td>
</tr>
<tr>
<td>Saturday banquet tickets</td>
</tr>
<tr>
<td>Raffle tickets for the night's raffle</td>
</tr>
<tr>
<td>Petty cash</td>
</tr>
<tr>
<td>Credit card payment forms</td>
</tr>
<tr>
<td>Extra Meet programs</td>
</tr>
<tr>
<td>Extra Meet decals, patches, pins, prints</td>
</tr>
</tbody>
</table>

Field Meet fees have been an area of great debate. Meet fees have varied over the years from $30.00 to $50.00, with discounts given for pre-registration. It is hard to put on a Meet at a hotel for less than $40.00 for the four days, which only works out to $10.00 per day. The Meet fee applies only to registrants, and each registrant is entitled to invite immediate family members (i.e., spouse, children, parents, siblings) to attend with no additional charge for registration.

If registration will be performed using a computer, electricity will be required. Registration should be in plan view and help to monitor those entering the Meet areas to insure that those who are in attendance have paid for the privilege. Some members prefer to renew their membership at the Meet, so it will be necessary to be able to register, join, or rejoin, as well as issue banquet tickets.

At least one person at the registration table at all times should know how to operate the computer, if used. Registration can be a stressful ordeal for the volunteers and guests. Try to pick your volunteers from folks who can maintain a cordial demeanor.

The Treasurer should be responsible for communicating the procedures to be followed by all volunteers handling money. If the Treasurer is unable to attend the Meet, then he or she should appoint someone to handle the deposits daily. This should be coordinated with the Chair and the Treasurer.

**Lessons Learned - Registration**

1. It is very difficult to stop registration at the published times.
2. To avoid crowding and mass confusion at the registration table, tape barriers are recommended for crowd control.

7.7 **SKY TRIALS:**

The Sky Trials Chair has historically been a longwinger. The reason for this is that they know the type of location necessary to best serve this event. The previous volunteers have been Shawn Hayes, Mark Moglich, Doug Cummins, and Dave Cherry.

Because of variable weather, it is best to have two locations that could be used for this event. Normally, the Sky Trials Chair should preview or scout the area before coming to the Meet. Landowner permission **must** be obtained in writing and be in the possession of the Chair prior to the event.

Awards are normally presented at the Saturday night banquet for those scoring in the top five. Trophies, plaques, plates, ribbons, perches, hoods, magazine subscriptions, and even cash prizes have been used in the past. The event is expected to pay for itself with entry fees from the falconers participating. The Sky Trials Chair may be able to get donations for items to be awarded. This event should not represent a cost to the CHC.

Judges are picked by the event Chair. Normally, these are falconers with knowledge of pitch, climb position, stoop, remount etc. A panel of four or less works best.

Since this event can take many hours to complete, it is a necessity to provide at least two port-a-potties at the Sky Trials location. The average cost is approximately $75.00 each for pick up and delivery.

Some form of a catering at the Sky Trials location is very desirable (mobile caterers have been used in the past and are very convenient). If contacted in advance, these vendors will pay for the right to serve a captive audience. This means that you should be able to ask for and receive a percentage of the amount sold (10-20% may be possible). You must determine prior to the event whether the caterer is willing to do so, and payment should be received before the caterer leaves the location. In the past, some have tried to provide snacks, but it does appear to be better to have a truck handle this task whenever possible.

Maps to the Sky Trials location must be posted and distributed the night before the event. The morning of the event, maps are again made available at the weathering yard, and the Sky Trials Chair leads the caravan of spectators and participants to the location selected. People that show up later should be able to find their way to the Sky Trials, hence a map is a MUST. It may be advisable to have volunteers available to guide latecomers from the Meet location to the Sky Trials location. Using Citizens Band radios to help guide people
to the location is very convenient. So, a CB channel could also be added to the map. With the use of the Internet, it should be possible to print out a perfect map to the location.

Sign-ups to fly one or more birds in the Sky Trials have normally taken place the night before the event in or around the registration area. It is best to limit the number of participants to ten or less. Sky Trials sign-up sheets may be handed out with the Meet packets. A drawing is then held to determine the participants by placing a small, numbered slip of paper into a hat. Each participant then draws from the hat. Another suggestion is to use the individuals' name tags since individuals should only be allowed to enter if they are registered for the Meet.

Lessons Learned - Sky Trials

1. Make sure that you choose a Sky Trials Chair that will locate the right type of field in advance; i.e., large and flat without any poles, trees or pigeons.

2. Know the estimated expense of putting on this event. Charging $25.00 per entry, then spending on trophies and/or other prizes, plus extra insurance and port-a-potties, could cost the CHC several hundred dollars. This may be acceptable if the budget allows for it.

3. Make sure that the Sky Trials Chair is available on the eve of the event to answer the questions of the entrants and to run the selection process described above.

4. Have an alternate field available if last minute changes are necessary.

7.8 Raffles:

The raffle is best handled by a separate Raffle Chair - someone that can start work on the upcoming raffle as soon as the Meet Chair is selected. This position is key to insuring that the Meet is profitable. A letter writing campaign should be used to make contact with members, vendors, and local merchants for coupons or other raffle items. The Raffle Chair needs to decide whether they will hold a raffle nightly, or only Friday and Saturday evenings.

This may depend on the amount and quality of raffle items. On weeknights, the raffle is normally held with $1.00 tickets (incentives can be offered such as 11 tickets for $10.00, 22 for $20.00 etc.). Even with an effective letter writing campaign, many of the items are brought to the Meet and given to the Raffle Chair at that time. This can make it difficult to plan the raffle. A list of past donors should be obtained from the last Raffle Chair. Letters of thanks after the Meet is over is a must. There is NO EXCUSE for not thanking those who donate raffle items. Usually, the first night’s raffle does not have all the best items, although a few high end items may spark the crowd. The Raffle Chair is responsible for the collection and counting of all funds nightly. The funds should be
given to the individual in charge of making deposits. Specialty raffles such as silent auctions have been used in the past for some of the large ticket items like weather vanes, trips, custom knives, prints, block perches, and other collectibles.

With the CHC's receipt of tax-exempt status from the IRS, it is very important that contributors fill out and submit a raffle contribution form stating a description of the item donated, as well as its estimated market value. Many more contributors, and higher cost donations, are likely with the contributor's knowledge that the donation is tax deductible on their federal income tax statement.

**Lessons Learned - Raffle**

1. Having a good raffle is essential to the Meet's success. Having poor raffle items on the first night of the Meet could set the tone for the rest of the Meet.
2. It is advisable to advertise (on our web site at least) in advance the major items donated.
3. Make sure that those donating birds will be able to offer some sort of a discount or other arrangements if a bird is not produced.
4. Asking vendors early and often through the use of a letter is HIGHLY RECOMMENDED!!

### 7.9 INSURANCE:

Working with the Treasurer, it is the Chair's responsibility to make sure that insurance is in place for the Meet. Presently, the CHC's insurance company is McMillan & Associates, 924 E. Altadena Drive, Altadena, California 91001. Phone: (626) 798-7861 or 323 681-3094. Fax: (626) 798-7862. Agent: Roy McMillan.

**Lessons Learned - Insurance**

1. Make sure the insurance is paid in advance!
2. If the Meet is a fairgrounds format, make sure that the fairgrounds itself is named as an "additional insured" since they will likely require a copy of the certificate and/or endorsement.
3. You may also need to name the owner of the land where the Sky Trials are to be held as an additional insured.

### 7.10 SPEAKERS:

It is very important to contact speakers early. They must be able to make arrangements in advance to attend. Speakers should be of interest to the CHC members, with movies or slide presentations having been successful in the past.
**Equipment Requirements:** Materials and equipment required when booking a speaker: It will be necessary to find out what equipment the speaker will require (microphone, slide projector, VCR, T.V., projector, and viewing screen are just to name a few).

**Frequency:** Previous Chairs have had up to two speakers per night. More than two seems to make for a long evening. Some have suggested that it is not necessary to have a speaker on the first night, or on the night of the Banquet (Saturday night). If being held between Christmas and New Year’s, it may be better to have a speaker or two on the first night and none on the last night. Again, it is up to the Chair and their ability to provide quality speakers.

**Speaker Fees:** Some speakers are required to travel a long distance to attend the Meet and may need to be paid a fee in order to help offset their expenses. If speaker fees are to be paid, they must be included in the Meet budget for the Board to approve. It is normal policy to provide a hotel room for the speaker for one or two nights. When contacting the local hotels, you can usually arrange for them to provide you with some complimentary rooms for the increase in business that you will be directing to their establishment.

**Lessons Learned - Speakers**

1. Flying speakers in from across or outside of the country could be very costly. The Meet is currently our only source of income besides membership dues. It must make money.

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**7.11 BANQUET:**

Typically the banquet is held on the last night of the Meet, which has traditionally been Saturday. Generally, attendees have come to expect that the meal will be a catered, all-you-can-eat arrangement.

**Catering:** If holding the banquet at a fairgrounds location, it is important to remember that the caterer will, in most cases, need a kitchen area to prepare the meal and time before and after to clean up. Try to set your price early and be prepared for those last minute individuals who show up without prepaying. A hotel format does make the Chair's job a little easier, but you still run into the same problem with those last minute arrivals. Whether using a hotel or fairgrounds format, keep in mind that the caterer may declare a "cut-off" when insufficient food remains to serve additional attendees.

**Charges:** The banquet could be expensive to those with young children who want to attend the event. The Chair may be able to negotiate separate prices with a caterer, but a hotel normally does not recognize the difference in child vs. adult plate charges.
Therefore, if the Meet is held using a hotel format, a reduced price for children may require a CHC subsidy. Banquets barely pay for themselves, and are not moneymakers until later in the evening when the raffle is held.

**Wine and Wine Labels:** It has become a tradition to produce a wine label honoring the Meet with a falconry theme. Frank Ely has agreed from time to time to create a design and provide them to the Chair at his cost. DO NOT assume that this is a given - you must remember when dealing with any of the CHC's supporters to respectfully inquire about their willingness to continue their past practices. The labels have been pasted onto bottles of wine, which are liberally distributed on the dinner tables at the Saturday night banquet.

**Menu:** ALL YOU EAT. Suggestions are pasta, sliced roast beef, turkey, ham, or chicken. Just make sure PLENTY of food is available.

**Admission Procedure and Enforcement:** What seems to work best is to check badges or collect tickets in the serving line. Using Directors and members of the local Boy Scout troop to collect tickets have proven successful. Using the attendee's name badge has worked well with a banquet symbol printed directly onto the badge indicating payment (e.g., a waiter or platter showing food in one of the corners of the badge).

**Duration:** (considering other planned activities)

**Lessons Learned - Banquet**
1. There will always be Meet attendees showing up at the Banquet and wishing to pay on the spot.
2. Be prepared to monitor those eating at the Banquet for payment.
3. 

7.12 **WEATHERING YARD:**
Operation of the weathering yard can have a major impact on the success of Meet.

**Selection of Weathering Yard Warden:** One primary Warden should be appointed. The Warden should decide whether to use the help of other volunteers, or to be solely responsible for overseeing the weathering yard during its hours of operation. When working with many volunteers, it is important to make sure that they are knowledgeable, reliable, and willing to enforce the weathering yard's rules.

**Hours of Operation:** The weathering yard typically opens very early in the morning and closes at sunset. After sunset, the Warden can use his or her discretion regarding birds left weathering. The Warden may want to put the birds in a safe area, i.e.,
a vehicle, a hotel room, etc. Be aware that many falconers will become irate when they
return to find their bird(s) "missing." The alternative may be a pile of feathers and a well
fed Great Horned owl. The Warden must set, and be willing to enforce rules and
guidelines for the safe and smooth operation of the weathering yard.

**Size, Location and Fencing:** The size of the weathering yard is an important
factor. There should be at least a 6 foot radius allowed for each block, ring, or bow perch,
and room to expand the weathering yard must be available if required. Fencing needs to
be around the entire weathering yard to at least a height of 4 feet. The weathering yard
has traditionally been bisected with fencing to allow separate areas for longwings and
shortwings. One entrance for each area has normally be provided.

**Equipment Requirements:** The weathering yard Warden must know the
difference between adequate and inadequate equipment (jesses, swivel, leash, perch). No
portable perches are allowed! Leashes must be long enough to allow the bird to bate, but
not to reach their neighbors. The weathering yard Warden should have at least two block
perches and two bow or ring perches available to lend, along with a couple of bath pans.
Easy access to a water faucet, and a five-gallon bucket for carrying water to the weather
yard is highly recommended.

**Access and Conduct:** Access to the weathering yard is limited to those who have
registered for the Meet and are weathering their bird(s). Tidbitting of a bird in view of the
other birds is simply not allowed. Although photography is encouraged, it must be
conducted from outside of the weathering area unless specifically authorized by the
Warden. Dogs should never be allowed in the weathering yard.

**Lessons Learned - Weathering Yard**

1. Crowds gathering near the weathering yard can upset weathering birds.
2. Tidbitting in the weathering yard has been a problem.
3. Loose dogs near the weathering yard are sure to upset some birds.

### 7.13 VENDORS:

Although retail vendors generally attend the Meet to make money, they are a major
attraction for Meet attendees and can weigh heavily on the success or perceived failure of
the Meet. Therefore, the Chair is encouraged to select one or more volunteers to act as
Vendor Liaisons to solicit attendance by vendors, and to coordinate the vendors'
equipment and space requirements. Vendors should be recognized and thanked for their
attendance at the Saturday night awards banquet. A "Thank You" letter to each vendor
after the Meet is encouraged.
Raffle Contributions: Vendors are not required, but should be encouraged, to donate items to the raffle.

Registration Requirement: Vendors are required to register for the Meet, unless this requirement is waived by the Chair (in any case, each vendor must be treated in an non-discriminatory manner). Vendors will only be charged to conduct business at the Meet if the CHC incurs incremental fees to accommodate them, and then only to the extent of the incremental fees actually assessed.

Notification/Solicitation: Many vendors must decide which falconry activities they will attend each year. The Vendor Liaisons are highly encouraged to contact vendors early to remind them of the number of CHC Meet attendees.

Tables and Equipment: Regardless of whether the Meet is a hotel or fairgrounds format, the vendors will normally have tables and chairs made available to them. Some vendors may require electricity.

Security: If using a hotel format, the vendor's may be assigned a specific room in which to conduct business. This may allow for more secure storage of the their wares, although coordinating who has access to this room may be a problem. With all of the vendors storing their wares here, some vendors may wish to conduct business while others do not. Who is responsible for the security of the wares for those not then conducting business? These same considerations apply if the Meet is a fairgrounds format, i.e., the vendors will normally occupy the same room as the other Meet activities. The CHC is not responsible for any lost, damaged, or stolen property.

Hours of Operation: Unless access to rooms is regulated by the Vendor Liaisons, vendor hours of operation are up to each vendor. However, vendor sales may be suspended by the Vendor Liaisons during Meet activities which would suffer from the noise and commotion related to the conduct of vendor activities.

Lessons Learned - Vendors
1. Solicit vendor attendance early.
2. 
3. 

7.14 GAME COUNT, CERTIFICATES AND LAPEL PINS:

Game Count: A Game Count Coordinator has traditionally been designated by the Chair to generate and collect "Game Sheets" completed by those registrants (and their immediate family member guests) reporting game taken during the Meet. For
coordination purposes, a definite deadline for Game Sheet submittal before the banquet is highly recommended. A Game Sheet should be completed for each bird taking game, and should contain at least the following information: falconer's name, type of bird, bird's name, bird's age, bird's sex, type and number of quarry taken. The game count resulting from the tallying of the Game Sheets is announced by the Game Count Coordinator at the Saturday banquet. The announcement should include calling each falconer up to receive their Game Taken certificate (if any) and a game pin. All falconers named are then congregated for a group photo (for the Journal).

Game Taken Certificates: On occasion, the Game Count Coordinator has generated "Game Taken" certificates between the Game Sheet submittal deadline and the banquet announcement. If certificates are produced, they should be handed out during the Saturday banquet when the game count is announced and the falconers are called up to receive their game pins.

Game Pins: For those registrants reporting game taken at the Meet, the CHC has traditionally provided a "Game Taken" lapel pin. Although these pins may be specific to a particular Meet, they are normally generic in nature. These pins are handed out at the Meet when those reporting game taken are announced at the Saturday evening banquet.

Lessons learned - Game Count, Certificates, and Game Pins
1. Be careful not to announce quarry improperly taken accidentally. This should be discussed with the reporting falconer.
2. Check game pin inventory early.
3. 

7.15 AWARDS:
The Saturday banquet normally includes an awards ceremony where individuals are recognized for outstanding achievements or contributions of time and effort to the CHC. These awards include:

Vice President’s Award: This award was created by Mike Faircloth and has consisted of an engraved plaque awarded by the current Vice President at his or her discretion.

Outgoing Directors: Directors leaving office have traditionally been awarded an engraved plaque showing their term of office and expressing the CHC's appreciation.

Apprentice of the Year: Created and endowed by Dewey Savell as described in detail in the Apprenticeship section of the CHC's website, this award is given as determined by the two Apprentice Chairs for exceptional performance by an apprentice falconer.
Sky Trials: This award is usually presented to the Sky Trials Chair at the same time as the awards are given for the Sky Trials winners.

Meet Chair: The Field Meet Chair is normally presented an engraved plaque expressing the CHC's appreciation for the tremendous effort required to coordinate and hold a successful Field Meet.

Game Certificates/Awards: See Game Count, Certificates and Lapel Pins above.

Lessons Learned - Awards
1. Designate a Director to be responsible for making sure that plaques and awards are engraved and sent to the recipient as soon as possible after the Field Meet.
2.  
3.  

7.16  ADVERTISING:
Advertising the Meet can have a significant impact on its success. Advertising methods include:

CHC Newsletters - free
CHC Website and mass email - free
American Falconry Magazine - $80 per issue depending upon advert size
International Falconer Magazine - Unknown, not previously used
NAFA publications - free
Local Newspapers (some CHC members will object) - prevailing cost

Lessons Learned - Advertising
1. Budget well.
2. Make arrangements and create draft advertisements early.
3. Coordinate with the Newsletter Editor!

7.17  MEET PINS:
For each Meet, a commemorative lapel pin has been produced and included in each registrant's Meet packet. These pins have historically been designed by Honorary Lifetime Member Jeff Sipple. It is important to contact him early to insure that he is willing to continue with this tradition, or to make arrangements for their design and production by someone else.

Lessons Learned - Meet Pins
1. Approximate Meet Pin costs are $700 per 500 pins.
7.18 **TREATMENT OF RECEIPTS:**

It is not uncommon for the Meet to generate several thousand dollars in revenue each night. Recording the individual sources of funds is very important for after-the-meet accounting by the Chair and Treasurer and should be done after each night's festivities.

On a daily basis, the receipts from the previous day's business should be deposited into the CHC's checking account. Because large sums are involved, it is advisable to have at least two trusted CHC members designated by the Chair or the Treasurer make the daily deposit. Remember to retain enough petty cash to make change during the next evening’s festivities.

*Lessons Learned - Treatment of Receipts*

1. For each function (registration, raffle ticket sales, etc.), one individual should be directly responsible for collecting and handling the funds taken in by all volunteers helping with the function.
2.  
3.  

7.19 **BOARD OF DIRECTORS MEETING:**

The annual combined meeting of the CHC’s members and Board of Directors is normally held on Friday afternoon. To accommodate this meeting, the Chair should coordinate with the President and make provisions for tables and chairs in a meeting room free from distractions (e.g., vendors, workshops, etc.). The meeting normally begins around noon and ends prior to the beginning of the evening’s festivities.

7.20 **WELCOME/INFORMATION HOST:**

If possible, a volunteer should be solicited for the purpose of providing information to Meet attendees. A central location, continually attended, with appropriate signage, would be very desirable. If the DFG is willing to provide a representative, hunting licenses could be made available for purchase. Keep in mind that many attendees will be out-of-state falconers in need of non-resident hunting licenses and a set of California hunting laws and regulations.

7.21 **WORKSHOPS AND CLINICS:**

Raptor related workshops and clinics held at the Meet have proven to be very successful. These have included hoodmaking, coping, equipment repair, use of telemetry, training and use of hunting dogs, and apprenticeship topics. Fees, if any, should be approved by
the Chair and are normally intended only to cover any costs of materials handed out during the conduct of the workshop or clinic.