|  |
| --- |
| **Duck Race Prep Timelines** |
| Timeline | Task | √ if done | Who (direct or oversight) |
| September | Duck Race Steering Committee Chair recruited/appointed  |  | President |
| September | Duck Race Steering Committee Members recruited/appointed:* Sponsor/Duck Deal Coordinator
* Ticket Sales Coordinator
* Communications/Publications Coordinator
* Race Site Coordinator
* Race Entertainment/Comfort Coordinator positions.

The coordinators will in turn recruit members to help in specific areas. |  | Duck Race Steering Committee Chair requests this step; President executes. |
| October | Convene initial Steering Committee meeting to review ticket design, protocol and processes |  | Committee Chair |
| November/December | Convene Steering Committee meeting(s) to review/modify Duck Race Guide if/as needed  |  | Committee Chair |
| Ongoing  | Schedule and lead Duck Race Steering Committee meetings* Ensure minutes kept and shared with the Club Secretary
* Establish and communicate meeting schedule
* Establish meeting agendas
* Monitor on-going process and give timely reports to the Executive Board and Club
 |  | Committee Chair |
| January | Inventory the number of ducks available for race |  | President |
| January | Update Sponsor List data base, including deletions, additions, and accurate contact information |  | Sponsor/Duck Deal Coordinator |
| January | Assign Rotarians to prior known sponsor contacts |  | Sponsor/Duck Deal Coordinator |
| January-June  | Recruit entertainment activities from end of parade to start of the race, e.g.,trivia with prizes, face painting, balloon animals, magic show, etc. |  | Entertainment/Comfort Coordinator |
| February | Determine the number of ducks to be sold |  | President |
| February | Contact sales partners regarding * desire to continue
* terms of partnership
 |  | Committee Chair |

|  |  |  |  |
| --- | --- | --- | --- |
| Timeline | Task | √ if done | Who (direct or oversight) |
| February | Inventory signage needs. Design signage specific to space and table needs of Seniors at Brookshire and Scouts at D&W. |  | Communication/Advertising Coordinator |
| February and Ongoing | Communicate with Jubilee Committee |  | Committee Chair |
| February 15 | Review and update Sponsor Invitation letter |  | Sponsor/Duck Deal Coordinator |
| March and Ongoing | Assign a Sponsor Donation Batch # when Sponsor donations submitted to Treasurer |  | Sponsor/Duck Deal Coordinator |
| March and Ongoing | Duck Deal Development* Recruit Club members to solicit Duck Deals by in person visits
* Pre-ticket production ensure Duck Deals are clearly explained and easy to access
* Post-ticket production ensure that Duck Deal updates are QR code accessible

Prepare separate Duck Deal flyer to accompany sold tickets |  | Sponsor/Duck Deal Coordinator |
| March and Ongoing | Record gift certificate donations and sponsor determined value. |  | Sponsor/Duck Deal Coordinator |
| March  | Ensure Club members have nominated and voted on candidates for Rotary Citizen of the Year (Jubilee Dinner honoree) and Rotary Hero  |  | President |
| March | Discuss Duck Walker stipend with Board |  | Committee Chair |
|  | Recruit a Duck Wrangler to secure Duck Walkers for Jubilee Parade, pre-parade ticket sales along the parade route, & post-parade activities at Old Mill Park |  | Committee Chair |
| March | Recruit 4 members for Construction Crew |  | Race Site Coordinator |
| April 1-15 | Make personal contact with non-responders |  | Sponsor/Duck Deal Coordinator or assigned Rotarian |
| April  | Initial ticket production |  | Duck Ticket Coordinator |
| April | Schedule ticket sales coverage for May-June Market sales days |  | Duck Ticket Coordinator or recruited Rotarian |
| April | Reserve a spot at Kiwanis Jubilee Craft Show for Friday p.m. and Saturday a.m. |  | Duck Ticket Coordinator |
| April | Conduct inventory of parade paraphernalia, e.g., duck costumes, wagons, banner. Mauer Cleaners has cleaned costumes if needed. |  | Duck Wrangler |
| Timeline | Task | √ if done | Who (direct or oversight) |
| April | Arrange to have a Rotary entry in the Memorial Day Parade (register, plus secure Duck Walkers, banner, car, driver, etc.)  |  | Committee Chair |
| April | Order magnetic signs (both sides of both cars for Memorial and Jubilee parades) |  | President |
| Early May | Meet with ticket sales partners (Senior Citizens and Cub Scout representatives). * review protocols and processes
* establish sales sites
* distribute signage and phone credit card adapters
* provide training on ticket selling process and use of phone credit card adapters
 |  | Duck Ticket Coordinator and Partner LiaisonNOTE: if still the protocol, explain that Ticket # is invoice # entered into the computer; a randomized # is assigned to each duck associated with that invoice purchase  |
| Early May | Conduct ticket sales training sessions with “Rotary Sales Force” * distribute signage and phone credit card adapters
* provide training on ticket selling process and use of phone credit card adapters
 |  | Committee Chair and Duck Ticket Coordinator |
| Early May | Arrange to have a Rotary entry in the Jubilee Parade (Duck Walkers, banner, Rotary Hero, Rotary Citizen of the Year, cars and drivers) |  | Committee Chair |
| May-June | Distribute tickets to “sales force”, i.e., Scouts, Seniors, and Rotarians, recording ticket numbers assigned to each seller. |  | Duck Ticket Coordinator |
| May-June | Ensure on-going availability of materials needed to site-based sales (tickets, signage, table, chairs, Square access, and tent set-up if needed). |  | Duck Ticket Coordinator |
| May-June | Provide entertainment information to Communications/Advertising Coordinator |  | Entertainment /Comfort Coordinator  |
| May-June | Daily postings on FB page |  | Communications/Advertising Coordinator |
| May-June | Periodic Community Message Board postings |  | Communications/AdvertisingCoordinator  |
| May-June | Ensure tickets are tracked on a spreadsheet listing seller, ticket number, buyer name, and contact information |  | Duck Ticket Coordinator |
| May and ongoing | Post revenue from sponsors and ticket sales |  | Treasurer |

|  |  |  |  |
| --- | --- | --- | --- |
| Timeline | Task | √ if done | Who (direct or oversight) |
| Early June | Contact DPW and NEISA regarding Race Day public service needs:* blocking off parking lot
* use of water tanker, with on- site arrival right after the parade
 |  | Race Site Coordinator |
| Early June | Create site design at Old Mill Park to accommodate existing structures PLUS new entertainment stage and marquee for displaying Duck Race sponsors. |  | Race Site Coordinator |
| Early June | Assess Duck Race inventory in storage and procure any additional material needed for modified site design |  | Race Site CoordinatorSee Attachment for details |
| June-Week of Race | Divvy up tasks among Construction crew, and inform Chair of any additional volunteer needs |  | Race Site Coordinator |
| June-Week of Race | Write and deliver script for Parade emcee |  | Entertainment/Comfort Coordinator |
| June-Week of Race | Create Race Day Assignment Detail Grid; send to all volunteers with Race Day assignments  |  | Committee Chair |
| Pre-Race | Post revenue from sponsors and ticket sales |  | Treasurer |
| Pre-Race | Check with Williamston Pub Manager to reserve Duck Central spot on Duck Race Day. |  | Treasurer |
| Pre-Race | Determine who will be present at Duck Central to input data on Race Day |  | Treasurer |
| Pre-Race | Appoint a volunteer to implement winner notification and prize distribution process |  | Treasurer |
| Race Day | Coordinate delivery to site of construction/decoration materials and ducks |  | Race Site Coordinator |
| Race Day | Construct Duck Pen, chute, emcee station, entertainment stage |  | Race Site CoordinatorSee Attachment for details |
| Race Day | Pen decoration |  | Race Site Coordinator |
| Race Day | Display Race Day Assignments Grid on site |  | Committee chair |
| Race Day | Display on site Entertainment Schedule |  | Entertainment/Comfort Coordinator |
| Race Day | Provide Comfort Station for volunteers: shelter from sun, cooler with ice and hydration, snacks, chairs, garbage bags for refuse |  | Entertainment/Comfort Coordinator |
| Parade | Manage Duck Walkers/escorts re * ticket sales on Jubilee Parade route
* participation in parade and return to Old Mill Park race site
 |  | Duck Wrangler |
| Parade | Oversee Rotary Jubilee Parade entry* script provided to emcee
* car/driver, banner, magnetic signs in place for Rotary Hero of the Year
* coordinate with Duck Wrangler re Duck Walkers
 |  | Committee Chair |
| Timeline | Task | √ if done | Who (direct or oversight) |
| Race Day | Race coordination* random selection of 450 ducks from pen (1 gate controller, 2 readers, 2 scribes)
* transport 450 ducks to tanker
* escort selected Rotarian to co-release
* upon “go” from Duck Central, immediate notice to emcee to start countdown
* oversee race chute to maintain flow
* assigned “duck plucker” to remove first 5 ducks in order and transfer to Duck Central
 |  | Race Coordinator |
| Race Day | Oversee Duck Central on Race Day* Immediately identify top 5 winners and promptly relay to emcee for announcement
* Determine remaining place winners
 |  | Treasurer |
| End of Race Day | Other winners identified and notification initiated |  | Notifier(s) as recruited by Treasurer |
| END OF RACE DAY | “Deconstruction” |  | ALL HANDS ON DECK |
| Next Day | Prizes available for pick-up at the Eastern Ingham Farmers Market. Mailed if not picked up. |  | Volunteers  |
| Post-Race Day | Send thank you notes to the Duck Walkers and Streetwalkers. |  | Committee Chair |
| Post-Race Day | Compensate scout troop(s) for volunteer duck walkers |  | Treasurer |
| Post-Race Day | Thank you to the Community on both Message Board and social media |  | Communications/Advertising Coordinator |
| Post-Race Day | Prepare Final Report of Duck Race income, expenses, net profit |  | Treasurer |
| Post-Race | Compensate sales partners |  | Treasurer |