

Management Manual Annual Fund-Raising Banquet Central Oregon Flyfishers

Note: This manual does not contain spreadsheets and other technical tools that are essential to manage the banquet. Rather, it provides overall guidance for management of the event and “sample” or “typical” information. Spreadsheets and other aids can be obtained from prior directors and volunteers.

The annual banquet, which historically has occurred in the February to April time frame, is COF’s main fundraising event. Experience indicates that early April is the best time. The funds raised provide direct support to the Kokanee Karnival Youth Education Program, the Next Cast Youth Fly Fishing Program, and the COF conservation program. The banquet’s success requires the full support of the Board of Directors and effective management by the banquet director. For a successful and profitable banquet, the banquet director must accept responsibility for all tasks and their completion. This requires delegation of tasks to others and ensuring that they are completed in a timely manner.

The banquet director plans, recruits volunteers, assigns tasks, delegates responsibilities, manages tasks to completion, and schedules meetings as needed. Additional responsibilities of the banquet director include the following:

- Reserving a facility one year in advance
- Overseeing all aspects of the banquet
- Preparing a budget with the treasurer and banquet committee for BOD approval
- Arranging banquet committee meetings (starting in October)
- Reporting on progress to the BOD (once a month, starting in November)
- Promoting & marketing the banquet
- Recruiting volunteers to staff various functions
- Ensuring that volunteer time and miles are tracked and reported.
- Ensuring that expense receipts are tracked and provided to treasurer in a timely fashion.
- Maintaining the COF sponsor List and communicating with sponsors

Seven major functions, as discussed below, must be accomplished in management of the banquet:

1. Facilities
2. Program
3. Finance
4. Auction/Raffle
5. Marketing
6. Registration
7. COF Appreciation Program

A spreadsheet work plan with tasks, dates, responsibilities & logistics has been used by prior banquet managers. Such a tool is highly recommended and can be obtained from those prior managers.

1. Facilities

A venue for the banquet must be identified and contracted to host the event. It is important to do this a year ahead of time - i.e. after the current year banquet has taken place. The contract must include food & beverage, room layout, audio/video requirements and logistics before, during, and after the banquet. The banquet director and the COF team must work with the facility staff to assure a successful event.

See appendix items:

- Typical Catering Contract
- Typical Room Setup Diagram
- Typical Audio-Video Price List
- Typical Banquet Event Order
- Typical Banquet Invoice

2. Program

A lesson learned from previous events is that inclusion of a “program” makes the banquet too long. Instead, the banquet is utilized as a venue for presentation of awards to members or outside firms or individuals. It is necessary, however, to have a master of ceremonies to conduct the evening activities - greetings, auction, auction timeline notices and presentation of awards - by the master of ceremonies or others. The banquet director must arrange for a volunteer MC, usually the current COF President.

3. Finance

The COF treasurer, banquet director and the auction & raffles appointee must handle finance in a way that is convenient and legitimate. Financial tasks include the following:

- Making the down payment for the contracted facility and catering.
- Setting up a petty cash handling system with appropriate money pouches.
- Establishing a sales team for the raffle, silent auction, live auction, and special raffles.
- Establishing a finance team to collect funds and provide receipts at the end of the banquet for the silent auction and live auction items.

See appendix items:

- Typical Banquet Budget
- Typical Petty Cash Setup

4. Auction/Raffle

Operation of auctions and raffles is perhaps the most challenging aspect of the banquet. For starters, items for raffle or auction must be obtained by email, telephone and personal contact solicitation. Once obtained, donated items must be categorized and assigned to the various types of raffles or auctions. On banquet night, physical setup, operation of the various auction/raffle components, handling of cash, etc. must be handled.

Teams and individual volunteers must be established to accomplish the necessary functions, which include:

- Obtaining donations
- Categorizing donation items:
 - Bucket Raffle
 - Special Raffle
 - Silent Auction
 - Live Auction
 - Door Prize
 - Name tag drawing
 - Early Bird drawing
- Packaging and marking of items as appropriate
- Set up of banquet facility for handling of auctions & raffles
- Sales of raffle tickets at the banquet
- Floor assistance/runners for various practical tasks
- Handling of funds by a finance team

It is important to thank the numerous individuals and vendors for their contributions and this is most effective if it is done as the contributions come in. Typically the banquet director does this by letter. Sample letters are provided in the appendix.

See appendix items:

- Sample Donation Solicitation Letter
- Information for donors - COF Youth Education & Conservation Programs
- Sample Donation Information Form
- Typical Auction Item Data
- Minimum Bid Guidelines
- Typical Donor Thank You List

- Typical Business Thank You Letter
- Typical Member Thank You Letter
- Typical Thank You Letter to Restaurant

5. Marketing

Marketing of the banquet has been by a four-prong approach - the newsletter, handouts at the February and March monthly COF meetings, timed email blasts and notice on the opening page of the COF website.

- The Flyer is placed in the January, February, and March newsletters, and if the banquet is to be in late April, in the April newsletter. The flyer is also downloadable from the web site, which is very helpful in connection with email blasts. Creation of the flyer in color and greyscale is useful for different types of distribution and cuts down printing costs.
- The Newsletter – It is essential to provide “Save the Date” information in January even if full information on menu, etc. is not available. Later newsletters must include all information.
- Email Blasts - Samples of email notices are provided in the appendix. It is important that hot buttons on links are tested before emails are sent to ensure that they work correctly. Recommended email blasts:
 - Four early bird notices (Early bird registration provides a discount on admission price if done four weeks prior to banquet)
 - 30 days before early bird closure
 - 14 days before early bird closure (sample in appendix)
 - 6 days before early bird closure
 - 2 days before early bird closure
 - Three registration reminders sent prior to closing of registration
 - 15 days before registration ends
 - 8 days before registration ends
 - 3 days before registration ends (sample in appendix)
 - After registration closes, 3 days before the Banquet, email those signed up as a reminder and to provide general information, including the date, time, place, auction raffle list, and directions.
- The banquet is also emphasized on the opening page of the web site from February until close of registration.

See appendix items:

- Typical Banquet Flyer
- Typical Early Bird Reminder - 14 day
- Typical Banquet Reminder - Last 3 Days
- Typical Information for Banquet Attendees

6. Registration

The membership team must set up the registration process and hand out packets including all information necessary for seating, raffles & auction. In addition to name tags, etc., it typically includes a program, some tickets, a list of auction items, a bid card and an explanation of how the auctions and raffles work. The necessary material has been bundled as hard copy and electronically (computer disk) and kept in a box marked “Banquet Registration Supplies” which is kept in the COF storage facility.

See appendix items:

- Typical Banquet Program
- Typical Page from Auction Items List for Attendees
- Typical Auction Bid Card
- Typical Explanation of Auctions Drawings & Raffles

7. COF Appreciation Program

The COF Appreciation Program was established as a means of saying “thank you” to the Fly Shops and Fishing Guides that provide ongoing year-long support via donated items, donated trips, and donated services including educational classes such as fly tying, casting, entomology, on the water “How To”, and monthly programs. Deserving organizations or individuals are selected by the COF Board of Directors. Selected recipients may receive the following benefits:

- Free membership for two
- Free advertisement in the newsletter
- Listing on the COF web site Sponsor Section
- Free Banquet registration for two

See appendix items:

- Typical Banquet Sponsor List
- Sample Annual Notice to COF Sponsors

Appendix - 2018 COF Banquet Manual

Note: In most cases appendix items are "Typical" or "Sample" and not intended for use as-is. Computer files and "clean" document files are kept separately by the banquet director, banquet volunteers or on the COF website for download.

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This contract between Central Oregon Fly Fishers and Riverhouse on the Deschutes is intended to be helpful to us both and result in mutual satisfaction.

CATERING CONTRACT

Date: **Saturday, July 23, 2016**

Sales Manager: **Nicole Daane-McCarthy**

Riverhouse on the Deschutes

2850 Rippling River Court
Bend, OR 97703
Direct Line: 541-617-7277
Fax: 541-389-0781

Central Oregon Fly Fishers

Group Contact: **Mr. Peter Martin**
Address: 20540 Ambrosia Lane
Bend, OR 97702
Telephone: (541) 388-8956
Email: pcmartin@bendbroadband.com

With Regards to: **Central Oregon Fly Fishers**

Event Date: **Saturday, April 8, 2017**

This Group Agreement (the "Agreement") is made on, Saturday, July 23, 2016 by and between Central Oregon Fly Fishers and Riverhouse on the Deschutes in Bend, Oregon ("Riverhouse on the Deschutes") and constitutes a binding contract between Central Oregon Fly Fishers and Riverhouse on the Deschutes. The signatures at the end of this document by representatives of each party indicate mutual agreement of the arrangements contained in this Agreement and supersede all verbal or otherwise unwritten communication. Unless otherwise provided, Central Oregon Fly Fishers and Riverhouse on the Deschutes refer also to the management, employees, agents, members and other representatives of the parties. In consideration of the mutual promises and covenants contained in this Agreement, Central Oregon Fly Fishers and Riverhouse on the Deschutes agree as follows:

CREDIT/METHOD OF PAYMENT

If Central Oregon Fly Fishers wishes to pay for charges with a credit card, a credit card authorization form must be completed, signed and returned to Riverhouse on the Deschutes along with a photocopy of the signed credit card (both sides) not later than thirty (30) days prior to the event. Credit card will be charged ten (10) days prior to the event.

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DEPOSIT

At the time of signing this Agreement, Central Oregon Fly Fishers agrees to pay to Riverhouse on the Deschutes a non-refundable deposit of \$500.00 (the "Deposit"). The Deposit will be applied to the Central Oregon Fly Fishers Master Bill as defined below.

Estimated Charges will be paid in full 3 days prior to the event. Estimated balances are subject to change depending on the actual cost of approved event arrangements. Central Oregon Fly Fishers payment schedule will be as follows:

Deposit Type	Due Date	Amount Due
Initial Deposit	8/5/2016	\$ 500.00
Second Deposit	11/8/2016	\$ 500.00
Third Deposit	1/8/2017	\$1,000.00
Fourth Deposit	3/8/2017	\$1,904.00

MASTER ACCOUNTS

Prior to arrival, a master account will be established for Central Oregon Fly Fishers. All rooms, tax, meeting charges, food, beverage and any other charges indicated will be posted to this account. Riverhouse on the Deschutes requires 100% pre-payment of the estimated master account charges and is due (10) business days prior to the event date. Any remaining balance will be due upon receipt. In the event payment is not made within twenty-five (25) days after receipt of the original statement, the Riverhouse on the Deschutes may immediately impose a LATE PAYMENT CHARGE at the rate of 1.5% per month (annual rate of 18%) or the maximum allowed by law on the unpaid balance and the reasonable cost of collection including attorney fees.

BILLING

_____ Master Account: All Catering charges, Function Room Rental, and Audio Visual charges

Please indicate here the individuals who are authorized to charge items to your master account:

PAYMENT METHOD

The Master Account will be settled via **Check or Credit Card**

***** A Credit Card is required as a backup form of payment and is still required if you are paying by check or applying for direct bill status*****

SCHEDULE OF EVENTS

The Central Oregon Fly Fishers "Event" schedule is attached as Exhibit A.

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Meeting Room Rental

Central Oregon Fly Fishers agrees to pay the “Meeting Room Rental Fee” for each meeting room required to accommodate the Event. The Meeting Room Rental Fee schedule for each of Riverhouse on the Deschutes’s meeting rooms is attached as Exhibit B. The Meeting Room Rental Fee(s) will be added to the GROUP Master Bill. Riverhouse on the Deschutes reserves the right to make meeting room substitutions provided the substituted meeting room reasonably accommodates the Event. Such substitutions will not change the applicable Meeting Room Rental Fee.

Food and Beverage / Meeting Requirements

Food and beverage and meeting requirements are attached as “Exhibit C”. Approximately 180 days prior to your event or upon signing of this agreement, whichever is later, our Convention Services Manager will contact you to get detailed information regarding your event and create a Banquet Event Order(s) (BEO) for you. Central Oregon Fly Fishers must complete and sign the BEO Forms if it desires to have any type of meeting or quantity of food or beverage available to its attendees at any time. Central Oregon Fly Fishers acknowledges and agrees that Riverhouse on the Deschutes is the only entity authorized by the State of Oregon to sell and serve food, liquor, beer and wine on its premises and that it will not seek catering or other food and beverage services from any person or entity other than Riverhouse on the Deschutes. Central Oregon Fly Fishers further agrees it will not bring its own food and/or beverages into any of Riverhouse on the Deschutes meeting rooms or areas at any time. Riverhouse on the Deschutes reserves the right to terminate the your Event for violation of this provision and is entitled to any and all rights and remedies available to it as a result of such termination under this Agreement including but not limited to liquidated damages.

RIVERHOUSE POLICIES

Signage

Signs and Banners are not allowed in Riverhouse on the Deschutes public areas. In regard to meeting space, all signs must be professionally printed and their placement and posting be pre-approved by the Convention Services Department. Nothing shall be taped, tacked, posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited.

Outside Contractors

Riverhouse on the Deschutes offers all services necessary for a successful event. However, if Central Oregon Fly Fishers finds it necessary to use outside services not provided by Riverhouse on the Deschutes, any companies, firms, agencies, individuals and groups hired by or on behalf of Central Oregon Fly Fishers shall be subject to prior approval of Riverhouse on the Deschutes. Upon prior reasonable notice to Riverhouse on the Deschutes, Riverhouse on the Deschutes will cooperate with such contractors. Riverhouse on the Deschutes vendors and those vendors hired by Central Oregon Fly Fishers are required to supply **proof of insurance** with the Riverhouse on the Deschutes additional names with liability minimum limit of \$1.0mm. This information is to be provided to the Controller of the Riverhouse on the Deschutes.

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The Central Oregon Fly Fishers agrees to be responsible for any damages incurred to the premises or any other area of the Hotel by the host, their guests, independent contractors or other agents that are under the Central Oregon Fly Fishers control. Central Oregon Fly Fishers also agrees to abide by all resort policies and regulations. It is understood that the premises will be left in a neat and orderly condition, free of debris or display refuse, no later than the completion date and time. Based on time and labor, a Central Oregon Fly Fishers will incur additional charges billed at \$100 per hour per person for the removal of the Central Oregon Fly Fishers materials from the event space by the staff at the close of any event. Any remaining materials will be stored for 1 week and then disposed of thereafter. Any shipping costs will be charged to the Central Oregon Fly Fishers.

Disturbances

Riverhouse on the Deschutes reserves the right, in its sole discretion, to terminate the Event and to evict all or any portion of the Central Oregon Fly Fishers attendees or Central Oregon Fly Fishers at any time upon their disturbance or disruption of any other guest of Riverhouse on the Deschutes, or of any event occurring simultaneously on Riverhouse on the Deschutes premises, and is entitled to any and all rights and remedies available to it pursuant to this Agreement as a result of such termination under this Agreement.

ANTICIPATED ROOM RENTAL AND FOOD AND BEVERAGE REVENUE

At this time, contracted food and beverage (\$3,200.00), event package (\$0) and room rental revenue (Sponsored) is totaling \$3,200.00. These figures shall be referred to herein as the "Anticipated Room and Food and Beverage Revenue Figures". All revenue figures are net and not inclusive of service charge, taxes, fees, assessments or commissions (if applicable).

Although your food and beverage, event package and room rental minimum is \$3,200.00, you may exceed this amount based on menu selection or possible added events or items.

LIQUIDATED DAMAGES

Central Oregon Fly Fishers acknowledges and agrees that upon acceptance of this Agreement pursuant to the "ACCEPTANCE" Section in this document, Riverhouse on the Deschutes will remove from its inventory meeting rooms and other equipment and facilities and will commit the necessary personnel and other resources to accommodate Central Oregon Fly Fishers pursuant to the terms of this Agreement. Riverhouse on the Deschutes makes short- and long-term operational and financial planning decisions based upon this Agreement and similar agreements. Central Oregon Fly Fishers acknowledges and agrees that cancellation of all or any part of the Event after acceptance may result in significant financial loss to Riverhouse on the Deschutes due to its inability to contract with other groups and to accurately plan for the future use of its facilities and personnel. In addition, Riverhouse on the Deschutes reasonably expects to derive revenue from your group beyond that revenue derived from the room rental, food and beverage and or other items listed in this agreement. The risk of such loss increases and Riverhouse on the Deschutes's ability to estimate the amount of such loss decreases the closer the cancellation occurs to the Event date. In the event of termination for cause, below, or cancellation of all or a part of the Agreement after Central Oregon Fly Fishers acceptance:

Client Initials _____
DOS Initials _____

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If the termination or cancellation **occurs between 12 and 6 months prior** to the Event Date, Central Oregon Fly Fishers will pay to Riverhouse on the Deschutes the amount equal to 50% of the Anticipated Room Rental and Food and Beverage Revenue. Such amount shall be due and payable by Central Oregon Fly Fishers to Riverhouse on the Deschutes within 5 days after the cancellation

If the termination or cancellation **occurs between 6 and 3 months prior** to the Event Date, Central Oregon Fly Fishers will pay to Riverhouse on the Deschutes the amount equal to 65% of the Anticipated Room Rental and Food and Beverage Revenue. Such amount shall be due and payable by Central Oregon Fly Fishers to Riverhouse on the Deschutes within 5 days after the cancellation

If the termination or cancellation **occurs between 3 and 0 months prior** to the Event Date, Central Oregon Fly Fishers will pay to Riverhouse on the Deschutes the amount equal to 85% of the Anticipated Room Rental and Food and Beverage Revenue. Such amount shall be due and payable by Central Oregon Fly Fishers to Riverhouse on the Deschutes within 5 days after the cancellation

FORCE MAJEURE

No damages by either party shall be due for a failure of performance by either party due to Acts of God, war, terrorism, government regulation, disaster, labor strikes, or any similar event out of the control of either party that renders performance of this Agreement impossible.

AMENDMENT

This Agreement may be amended only by a written document signed by the party against whom enforcement is sought.

WAIVER

No waiver will be binding on a party unless it is in writing and signed by the party making the waiver. A party's waiver of a breach of a provision of this Agreement will not be a waiver of any other provision or a waiver of a subsequent breach of the same provision.

SEVERABILITY

If a provision of this Agreement is determined to be unenforceable in any respect, the enforceability of the provision in any other respect and of the remaining provisions of this Agreement will not be impaired.

TERMINATION

This Agreement will terminate upon the earliest to occur of the following:

- (A) Full Performance. The full performance by each party of its obligations under this Agreement;

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- (B) For Cause. A breach by Central Oregon Fly Fishers of any of the provisions of this Agreement at anytime after acceptance, as determined within the sole discretion of Riverhouse on the Deschutes; or
- (C) Written Agreement. The execution of a written agreement by the parties
- The termination of this Agreement, regardless of how it occurs, will not relieve a party of the obligations that have accrued before the termination.

If the Agreement is terminated for cause pursuant to Termination Section (B), Riverhouse on the Deschutes has the right to recover liquidated damages pursuant to the Liquidated Damages section above.

ATTACHMENTS

All exhibits referenced in this Agreement are part of this Agreement.

LIMITATION OF LIABILITY

Riverhouse on the Deschutes will not be liable to Buyer under any cause of action, whether in contract, tort or otherwise, for any indirect, special, incidental, consequential or punitive damages, even if Riverhouse on the Deschutes has been advised of the possibility of such damages. Riverhouse on the Deschutes's price for the collective services provided to Central Oregon Fly Fishers and Riverhouse on the Deschutes's obligations under this Agreement are consideration for limiting Riverhouse on the Deschutes's liability to Central Oregon Fly Fishers.

GOVERNING LAW

This Agreement is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement.

ARBITRATION

Any controversy or claim arising out of this Agreement will be settled by arbitration before a single arbitrator in Bend, Oregon. If the parties agree on an arbitrator, the arbitration will be held before the arbitrator selected by the parties. If the parties do not agree on an arbitrator, each party will designate an arbitrator and the arbitration will be held before a third arbitrator selected by the designated arbitrators. Each arbitrator will be an attorney knowledgeable in the area of business law. The arbitration will be conducted in accordance with the then-current rules of the Arbitration Services of Portland, Inc.

ATTORNEY'S FEES

If any arbitration or litigation is instituted to interpret, enforce or rescind this Agreement, including but not limited to any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney's fees and other fees, costs, and expenses of every kind, including but not limited to the costs and disbursements specified in ORCP 68A(2), incurred in connection with the arbitration, the litigation, any appeal or petition

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for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court.

ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement. Changes, additions, stipulations or corrective lining out by Central Oregon Fly Fishers will not be binding to Riverhouse on the Deschutes until such changes, additions, stipulations, or corrective lining out have been approved by means of a revised agreement by Riverhouse on the Deschutes.

SIGNATURES

This Agreement may be signed in counterparts. A fax transmission or scanned copy of a signature page will be considered an original signature page. At the request of a party, the other party will confirm a fax-transmitted signature page by delivering an original signature page to the requesting party. The effective date of communications between the parties will be determined as follows:

1. Communications sent via U.S. Mail or private mail delivery service (i.e. Fed Ex) will be effective as of the date sent.
2. Communications sent via facsimile will be considered effective as of the date and time of the facsimile confirmation sheet retained by the sender.
3. Communications sent via email will be considered effective as of the date and time of the email confirmation retained by the sender.

ACCEPTANCE

This agreement must be signed and the deposit received by, **Friday, August 5, 2016** at the discretion of Riverhouse on the Deschutes, this agreement may be null and void. Central Oregon Fly Fishers or Riverhouse on the Deschutes is under no obligation to accept this contract. This agreement will be deemed accepted only after (1) it has been signed by a representative of the Central Oregon Fly Fishers and Riverhouse on the Deschutes and (2) the Central Oregon Fly Fishers has delivered to Riverhouse on the Deschutes the Deposit in cash or readily available funds. Prior to receiving the agreement and deposit, if another group requests meeting space and or guest room accommodations on your same dates, Riverhouse on the Deschutes may attempt to contact you and ask you to confirm your event within three days. If you do not confirm your event, Riverhouse on the Deschutes reserves the right to rescind the offer within this agreement and confirm the other group.

IN WITNESS WHEREOF, the undersigned have executed this agreement effective as of the date first set forth above. The undersigned expressly agree and warrant they are authorized to sign and execute this agreement on behalf of the Central Oregon Fly Fishers and Riverhouse on the Deschutes.

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Central Oregon Fly Fishers

Please print and sign (For Central Oregon Fly Fishers)

Date

Riverhouse on the Deschutes

Nicole Daane-McCarthy, Sales Manager

Date

Erick Trachsel, Director of Sales

Date

FUNCTION SPACE

Based on your requirements as you have indicated them to be, we have reserved the attached program of function space needs. Specific meeting rooms cannot be guaranteed and are subject to change. A schedule of function space rental charges is attached to this contract as Exhibit "B". Based on a sleeping room and food and beverage usage as indicated in this contract and the other anticipated revenues that Riverhouse on the Deschutes will realize from this event, the function space for your program will be

Exhibit A

Event Schedule

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
4/8/2017	10:00 AM	5:15 PM	Setup	Cascade GHI	Rounds of 10		
4/8/2017	5:15 PM	9:30 PM	Dinner Plated	Cascade GHI	Rounds of 10	100	
4/8/2017	9:30 PM	10:00 PM	Teardown	Cascade GHI	Rounds of 10		

Exhibit B

Meeting Room Rental Fees

Sponsored by Riverhouse on the Deschutes Value of \$3,350.00

Food and Beverage Minimum

\$3,200.00 exclusive of the 22% service charge

Non-Profit Beverage Fees

~Flat Corkage Fee of \$500.00 up to 25 bottles~

~All other bottle of wines brought in by attendees or donated will be \$15.00 corkage fee per wine bottle~

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~\$125.00 bartender fee per bar with a minimum of \$600.00 in bar sales which will go towards your Food & Beverage minimum

22% service charge applies to hosted food and beverage and corkage fees

~ Sample Menus ~

Salad Choice
Rolls with Butter

___ Chicken Entree

_____ Center Cut Double Pork Chop

_____ Grilled Top Sirloin

Chef Selection Fresh Vegetable Medley

Selection of Starch

_____ Vegetarian Option Seasonal Vegetable Ravioli

Dessert

Freshly Brewed Coffee, Decaffeinated, and Herbal Tea Selection

Poultry @ \$32.00pp+

Pork @ \$32.00+

Top Sirloin @ \$39.00+

Vegetarian @ \$32.00+

+ denotes 22% service charge applies to all hosted food/beverage

Please select a maximum of 3 entrée selections (including vegetarian)

If your total Food and Beverage services fall below this amount you will be responsible for the difference.

Food & beverage service is one and a half hours per event

AV Requirements

Please refer to the enclosed pricelist for your audio visual needs.

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SPECIAL CONCESSIONS:

Riverhouse on the Deschutes offers to underwrite the cost of the Cascade Ballroom- valued at \$3,350.00 in exchange for the following:

- Riverhouse logo and name to be included on all pre/post and during the event, marketing and media materials
- Acknowledgment of the Riverhouse as one of the elite sponsors of the event

Exhibit C

Food and Beverage / Meeting Policies

We will confirm meeting/banquet room reservations only after the signed Banquet Event Order (BEO) deposit have been received.

Central Oregon Fly Fishers acknowledges and agrees that Riverhouse on the Deschutes is the only entity authorized by the State of Oregon to sell and serve food, liquor, beer and wine on its premises and that Central Oregon Fly Fishers will not seek catering or other food and beverage services from any person or entity other than Riverhouse on the Deschutes. Central Oregon Fly Fishers further agrees it will not bring its own food and/or beverages into any of Riverhouse on the Deschutes meeting rooms or areas at any time. Riverhouse on the Deschutes reserves the right to terminate the Event for Central Oregon Fly Fishers for violation of this provision and is entitled to any and all rights and remedies available to it as a result of such termination under this Agreement including but not limited to liquidated damages.

Changes to events after the final guest count have been received are subject to a service charge up to \$500.00.

Food prices can be guaranteed no more than one year in advance.

All catering orders must be received with exact menu and expected attendance, function room setup, audiovisual, special requests and the Central Oregon Fly Fishers signature no less than one month prior to the start date of the event. Riverhouse on the Deschutes cannot guarantee availability or pricing if these requirements are not met.

We reserve the right to change a scheduled meeting room to better accommodate your group or others. We recommend you do not announce the location prior to the event. The location will be posted upon arrival.

The guarantee (guest count) is required by the below established schedule prior to each banquet function. After the guarantee has been received, unless otherwise notified, Riverhouse on the Deschutes will be prepared to serve exactly that amount.

As a guest accommodation and with no obligation to the guest to use it, if notified, Riverhouse on the Deschutes will be prepared to provide up to 5% above the guarantee (up to a maximum of 15 meals). In order to use this additional 5% (up to a maximum of 15 meals), you must call your Convention Services Manager by 4pm of the business day prior to your event to provide a final count (the guarantee number plus any use of the 5%). If you do not provide a final count by

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the specified time, the additional 5% will not be available. You will be billed for the guarantee amount or the final count, whichever is greater. After the guarantee and or final count have been given, you cannot lower your numbers. If we do not receive a guarantee by the required time, Riverhouse on the Deschutes will use the "original estimated" number of guests as your guarantee. Riverhouse on the Deschutes is committed to providing exceptional food and service to each guest. To insure this, Riverhouse on the Deschutes will not serve any additional meals above the guarantee or final count, which ever you have given. Please plan accordingly.

Guarantee confirmation schedule:

Up to 150 people - (3 days prior)

151-200 (4 days prior)

201 and up (5 days prior)

Changes to the final guest count for food and beverage quantities, after the allotted 5% increase, will incur a 10% increase for each added entrée.

Riverhouse on the Deschutes is the only licensed authority to sell and serve liquor on the premises; therefore liquor is not to be brought into the Convention event location or foodservice outlets. Riverhouse on the Deschutes requires a bartender for all events where alcohol is served at one per 100 guests at the rate of \$125 for (6) six hours.

Riverhouse on the Deschutes will provide kegs for special events. The pricing structure is as follows:

\$475 to purchase a keg – Domestic – plus \$75 rental of kegerator

\$575 to purchase a keg – Imported/Craft – plus \$75 rental of kegerator

No party taps, jockey boxes or plastic tubs are allowed. The vendor must provide clear plastic cups for beer. If providing a champagne toast, our service staff will pre pour your selection and deliver to each guest. Prices start at \$4 per person for your event based on your selection.

No alcohol may be consumed after 12:00 am without prior written consent from Convention management. Should the Convention staff discover that any customer or guest has brought any type of alcohol onto the premises without prior written approval from Riverhouse on the Deschutes, or allows any minor to consume any alcoholic beverage (everyone must have a valid I.D. in their possession), the Riverhouse on the Deschutes reserves the right to close the bar immediately and/or terminate the function entirely at the Central Oregon Fly Fishers expense. In addition the client will be responsible for all fines, loss of business, assessments and liability as result of the above.

Riverhouse on the Deschutes reserves the right to refuse alcohol to any individual or individuals that we feel place our liquor license in jeopardy. All Riverhouse on the Deschutes bartenders are trained in responsible alcohol service by the Oregon Liquor Control Commission (OLCC). Permits are on file for each bartender. As the host of the event, please help our staff enforce responsible drinking behavior. Riverhouse on the Deschutes will inform the function host of any of their guests who may be disorderly, obnoxious, or out of control and may be removed from the premises if their behavior does not change.

RIVERHOUSE

ON THE DESCHUTES

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Live or taped music for any function must not disturb other persons of Riverhouse on the Deschutes or neighboring property owners. The Central Oregon Fly Fishers must comply with any request from Riverhouse staff to reduce volume or bass. Riverhouse on the Deschutes reserves the right to discontinue any excessively loud or offensive entertainment. All entertainment must conclude by 10:00 pm for all outdoor events and 12:00 am for any indoor event.

All meeting related materials, boxes and equipment must enter and exit through our loading dock. There will be a charge for the handling and storage of boxes. In the event that Central Oregon Fly Fishers required assistance in box removal or other unrelated food and beverage assistance, during or after the function, a charge will be applied to the bill.

All food & beverage products must be purchased through Riverhouse on the Deschutes. We do not allow guests to bring their own food or beverage items into our banquet rooms. Riverhouse on the Deschutes does not allow leftover food to be taken "to go".

A 22% Service charge is added to all food & beverage and net meeting room rental. This service charge, menu and equipment prices are subject to change.

Riverhouse on the Deschutes requires that all charges be paid for in full prior to each function, unless other billing arrangements have been made in advance.

Please verify correct billing instructions. Riverhouse on the Deschutes does not bill on an individual basis. The host will be responsible for the bill in its entirety.

Security

Riverhouse on the Deschutes cannot be held responsible for the safekeeping of valuable items left in guest rooms, function rooms or public spaces. Central Oregon Fly Fishers is responsible to provide security of any such aforementioned items and assumes the responsibility for loss thereof. Security services are available through your Convention Services Manager.

Smoking

Under Oregon state law, smoking is prohibited in all guest rooms, public spaces, including meeting, banquet rooms and balcony. Designated smoking areas are available.

The State of Oregon has adopted the legal sales of recreational Marijuana. Please adhere to the state regulations.

Shipping

Any packages that are sent to Riverhouse on the Deschutes for pre-event storage must be sent in the following manner:

- (1) The package must be sent to the attention of the guest picking up the package on-site.
- (2) On the address label indicate the group event name.

RIVERHOUSE

ON THE DESCHUTES

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(3) The mailing address is Riverhouse on the Deschutes Convention Center, 2850 NW Rippling River Court, Bend, Oregon 97703.

Packages sent more than three (3) days prior to the event may be subject to a \$15.00 per package per day charge. Riverhouse on the Deschutes is not responsible for packages that are lost, stolen or damaged.

Room Setup Diagram - Riverhouse

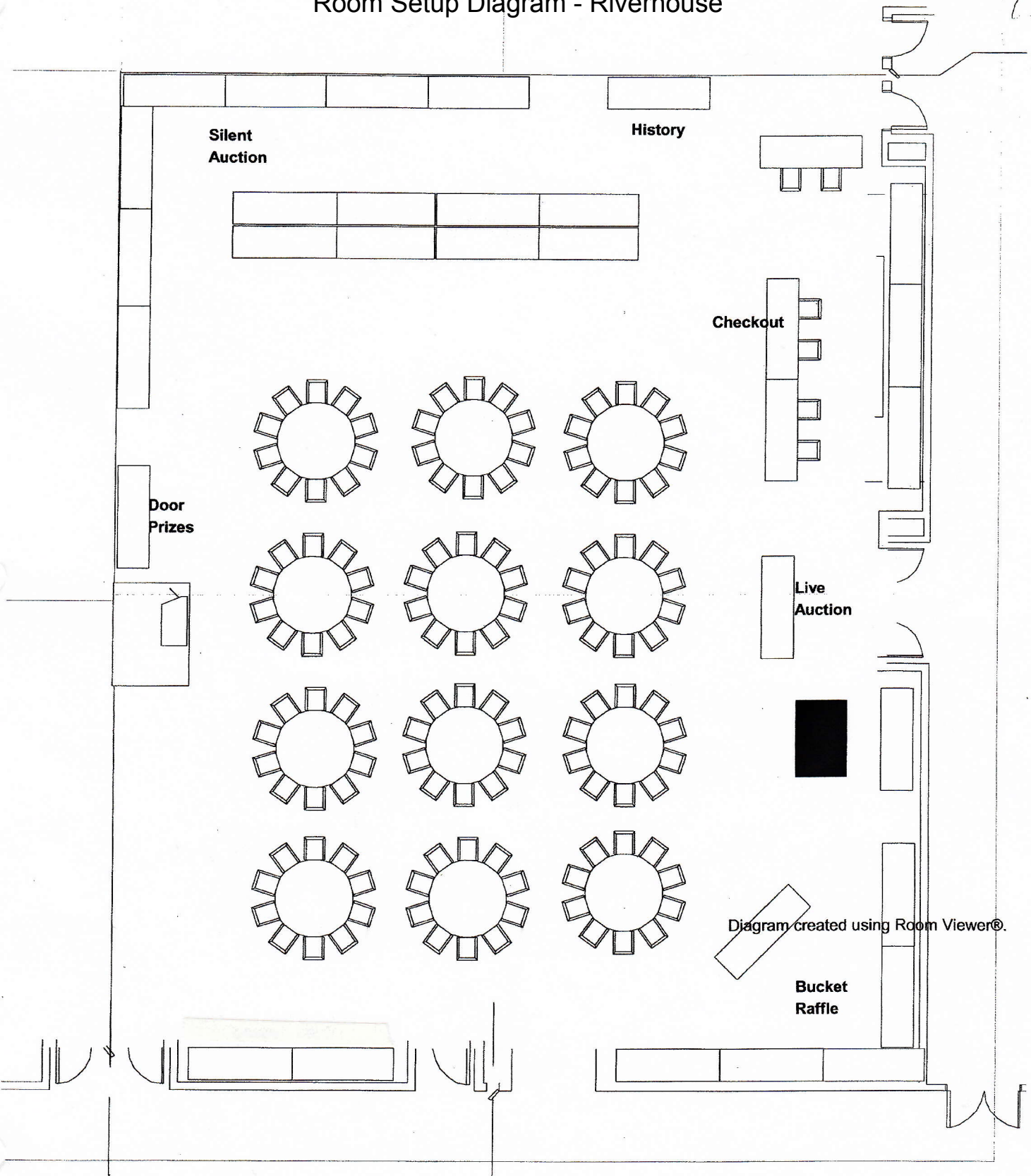
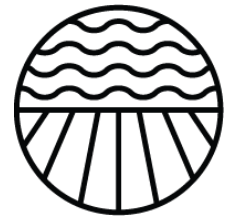


Diagram created using Room Viewer®.

RIVERHOUSE AUDIO-VISUAL PRICE LIST



LCD PROJECTOR	\$120
ELMO DOCUMENT CAMERA	\$50
CEILING SCREEN	\$50
PORTABLE SCREEN	\$35
A/V CART	\$15
PODIUM - TABLE TOP OR FLOOR	\$40
MICROPHONE - WIRELESS HANDHELD	\$50
MICROPHONE - WIRELESS LAVALIER	\$50
HOUSE SOUND PATCH	\$50
LAPTOP	\$75
4 CHANNEL AUDIO MIXER	\$75
DVD/BLU-RAY PLAYER	\$35
RISER(S) 6' x 8' PIECE	\$50
PIPE AND DRAPE (PER FOOT)	\$4
VENDOR TABLE	\$50
VENDOR TABLE WITH POWER	\$60
POWER STRIP	\$15
EXTENSION CORD	\$10
FLIP CHART WITH MARKERS	\$25
EASEL	\$10
POLYCOM SPEAKER PHONE	\$70
ANALOG PHONE LINE	\$10
PENS	\$.50
PADS (LARGE 5" x 8")	\$3
PADS (SMALL 4" x 5")	\$1.50
DANCE FLOOR (SQ. FEET)	\$2
POWER POINT SLIDE ADVANCER	\$10
CONCERT POWER/100 OR 200 AMP	\$200
AV TECHNICIAN (OUT-SOURCED & BASED ON AVAILABILITY)	\$62.50 PER HOUR (MINIMUM 4HRS SERVICE)

Prices are subject to change

Banquet Event Order

Account: Central Oregon Fly Fishers	Event Date: Saturday, April 2, 2016
Post As: Central Oregon Fly Fishers	Contact: Mr. Peter Martin
Address: 20540 Ambrosia Lane Bend, OR 97702	Phone: (541) 388-8956
	Email: pcmartin@bendbroadband.com
	OnSite Contact:
Deposit: \$1,500.00	Sales Mgr: Nicole Daane-McCarthy
Payment: Direct Bill	Conv Serv Mgr: Jenn Gouker
Direct Bill #: 7673	

All prices are subject to applicable Sales Tax and Service Charge.

Time	Room	Function	Setup	AGR	GTD	SET	Rental
10:00 AM - 5:15 PM	Cascade EFGHI	Group Access / Setup	Rounds of 10				WAIVED
5:15 PM - 9:30 PM	Cascade EFGHI	Annual Banquet and Fundraiser	Rounds of 10	100		160	WAIVED
9:30 PM - 10:00 PM	Cascade EFGHI	Group Access / Teardown	Rounds of 10				WAIVED

Menu Selection		Room Setup Requirements	
Serve: 6:30 PM to 8:00 PM	Cascade EFGHI	* See Diagram *	
Plated Dinner		Ivory Linens & Forest Green napkins	
~Garden Salad		Bar in E cove	
Mixed Greens, Shredded Carrots, Cherry Tomatoes and Sliced Cucumbers		(1) History table along F airwall	
~Dinner Rolls and Butter		Registration/Check-Out (front of F):	
Choice of:		(3) tables with (2) chairs each, and (2) power strips	
<input type="checkbox"/> Garlic and Herb Marinated Grilled Chicken		(3) tables behind	
With Sundried Tomato Basil Cream Sauce		(1) table with (2) chairs by door by F entrance	
With Chef's Selection Fresh Vegetable Medley and Starch		Silent Auction:	
@ \$32.00 per person		(4) Tables along F/G airwalls	
<input type="checkbox"/> Grilled Top Sirloin		(14) additional tables in F/G - see diagram	
Served with a Wild Mushroom Demi		* If available, please have a few logs as highs for silent auction tables	
With Chef's Selection Fresh Vegetable Medley and Starch		Live Auction:	
@ \$37.00 per person		(1) table in G cove	
<input type="checkbox"/> Seasonal Vegetable Raviolis Served with Sauteed Julienne Vegetables and a Roasted Red Pepper Cream Sauce		Bucket Raffle:	
@ \$32.00 per person		(5) tables along H cove/wall	
***		(1) diagonally in front of H cove	
~Chef's Selection Dessert		Stage:	
Special Dietary Restrictions:	TBD	(1) riser with podium	
The Riverhouse will provide entree identifier tickets for group to distribute to attendees		(1) Door prize table by stage	
Beverage Selection		Audio Visual Requirements	
Serve: 6:30 PM to 8:00 PM	Cascade EFGHI	Timeline:	
Plated Dinner		10:00AM-12PM: Setup	
Freshly Brewed Coffee and Assorted Herbal Teas		5:00PM: Setup	
Event: 5:15 PM to 9:30 PM	Cascade EFGHI	5:15PM: Event Begins	

Final Guaranteed attendance is due three (3-5) business days prior to the first event.
If no Guarantee is received, the Agreed attendance will become the Guarantee.

Organization Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____

Banquet Event Order

Account: Central Oregon Fly Fishers Post As: Central Oregon Fly Fishers Address: 20540 Ambrosia Lane Bend, OR 97702	Event Date: Saturday, April 2, 2016 Contact: Mr. Peter Martin Phone: (541) 388-8956 Email: pcmartin@bendbroadband.com OnSite Contact:
Deposit: \$1,500.00 Payment: Direct Bill Direct Bill #: 7673	Sales Mgr: Nicole Daane-McCarthy Conv Serv Mgr: Jenn Gouker

Beverage Selection

1 No Host Bar

*** Group is not hosting corkage fees. Should any bottles of wine be brought in, guests to be charged standard fee and individuals are responsible for charge**

Audio Visual Requirements

Event:	5:15 PM to 9:30 PM	Cascade EFGHI
1	Riser (12"x6'x8')	@ \$25.00
1	Podium	@ \$25.00
1	Wireless Hand Held Microphone	@ \$45.00
2	Power Strip (at Reg/Checkout)	@ \$15.00
1	Flip Chart with Markers	@ \$25.00

Audio Visual equipment is available a la carte

Miscellaneous Requirements

1	Bartender Fee	@ \$75.00 Per Bar
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The Riverhouse requires a minimum of \$250.00 in sales for each bar, not including corkage. If your group does not achieve this minimum, you will be responsible for the difference.

The Riverhouse requires a minimum of \$3,200.00 in hosted Food & Beverage during your entire event, exclusive of service charge. If your total falls below this amount you will be responsible for the difference.

All Food and Beverage products must be purchased through The Riverhouse. We do not allow guests to bring their own food or beverage items into our banquet rooms. The Riverhouse does not allow leftover food to be taken "to go".

A 19% service charge is added to all hosted Food & Beverage and net meeting room rental.

Meeting Room Rental fees, value of \$3,350.00, sponsored by the Riverhouse.

Final Guaranteed attendance is due three (3-5) business days prior to the first event.
If no Guarantee is received, the Agreed attendance will become the Guarantee.

Organization Authorized Signature _____ Date _____

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Hotel Representative Signature _____ Date _____



3075 N. Business HWY 97
Bend, OR 97701

1-800-547-3928
www.riverhouse.com

Central OR Fly Fishers, Group
Central OR Fly Fishers

Account #: 1003FP
Date: 04/06/16
Page: 1

Date	Code	#	Description	User	Charges	Payments
04/02/16	BQTDI N	1	BEO 7273 Chi cken/46	WJ	1472. 00	
04/02/16	BQTDI N	1	BEO 7273 Top Si rlo i n/93	WJ	3441. 00	
04/02/16	BQTDI N	1	BEO 7273 Vegetari an/21	WJ	672. 00	
04/02/16	BQTAV	1	BEO 7273 Ri ser	WJ	25. 00	
04/02/16	BQTAV	1	BEO 7273 Podi um	WJ	25. 00	
04/02/16	BQTAV	1	BEO 7273 Wi rel ess Mi c	WJ	45. 00	
04/02/16	BQTAV	1	BEO 7273 Power Stri ps/2	WJ	30. 00	
04/02/16	BQTAV	1	BEO 7273 Fl i pchart	WJ	25. 00	
04/02/16	BQTMIS	1	BEO 7273 Bartender Fee	WJ	150. 00	
04/05/16	BQTSVC	1	BEO 7273 Servi ce Charge	KP	1061. 15	
09/20/15	ZBALAD	2	Adv. Deposi t Bal ance Fwd	AD		500. 00
11/09/15	PYCHCK	2	Check Payment	AD		1000. 00
Subtotal s					\$ 6946. 15	1500. 00
BALANCE DUE					\$ 5446. 15	

**Central Oregon Flyfishers
Annual Banquet Saturday April 6, 2013
Updated through 11/7/13**

Dinner tickets net of refunds \$4,207.00

Income Items

Live Auction	2,150.00
Silent Auction	5,063.00
Bucket Raffles	445.00
54 Card - Fossett	460.00
54 card - Payne	480.00
Dessert Dash	397.00
Buy a Square	1,310.00
Pre Sold Raffle Tickets	642.00
	<u>10,947.00</u>

Total Revenue 15,154.00

Expense Items

Venue	4,669.59
Awards & Plaques	100.00
Wine	0.00
Auction items	1,434.00
Auction Supplies	58.30
Printing Expense	<u>248.09</u>

Total Expenses 6,509.98

Net Income 8,644.02

Early meals	\$37.00 x 91	3,367.00
Late meals	\$42.00 x 20	840.00
Comps	\$ 0.00 x 12	0.00
Total	123	4,207.00

Average revenue per dinner \$4207.00/123 34.20

Average cost per dinner \$4669.59/123 37.96

Banquet Petty Cash Set UP

The "bag" inventory:

- 2 Cashier bags - each with 1x10, + 4x5s, + 10x1s= \$40 + \$40 = \$80
- Raffle 4x10s+10x5s+10x1s, = \$100
- 52 Card 8x5s = \$40
- 52 card (8x5s) = \$40
- Cashier, buy-a-square 8x5s = \$40

Total = \$300



Dear Friends:

On April 8, 2017 the Central Oregon Flyfishers (COF) annual raffle and auction banquet will be held and we are asking for your donations. The banquet serves as our non-profit's primary fundraising event to support our Kokanee Karnival Youth Education, Next Cast Flyfishers, and local conservation programs.

Celebrating two decades, Kokanee Karnival educates 4th and 5th grade students from the Bend-LaPine and Redmond School Districts. Partners include: Sunriver Anglers, Oregon Department of Fish & Wildlife, U.S. Forest Service, and U.S. Fish & Wildlife. Remarkable numbers from the 2016 program include:

- Over 1,900 Volunteer hours.
- Twelve classes, (336 students) participated in the spring angling clinic and fall field trips.
- One hundred and five classes, (2,900 students) participated in the classroom electives of angler education, fish eggs to fry, and trout biology (www.kokaneekarnival.org).

Next Cast Flyfishers, COF's youth fly fishing component, continues to expand programs and membership. Hands-on outings, classes and camps create responsible young fly fishers. Volunteers provided over 200 hours of time and drove almost 2,000 miles, adding in 2016, 'master class' level camps and outings for our returning fly fishers

Our conservation efforts include river clean ups, "adopt-a-highway" litter program along the Crooked River, assisting ODF&W on Spring Creek Pond and with invasive species control, work with Upper Deschutes Watershed Council and Deschutes Land Trust and advocating for fish and fish habitat on the Crooked and elsewhere.

In 2016, 134 COF volunteers donated more than 4,486 hours of service and traveled over 28,502 miles to staff club activities. Your contribution of gift certificates, merchandise, books, services, outdoor equipment, meals, etc. would be greatly appreciated and will continue funding for these projects. If you have questions please email, banquet@coflyfishers.org, or call me at 503-330-5505. I am available to pick up your donations or you can mail them to Central Oregon Flyfishers, P.O. Box 1126, Bend, OR 97709.

Sincerely,

Tom Wideman
COF Banquet Chair

"The mission of the COF is to promote the preservation and conservation, for future generations, of Central Oregon's watershed and its fisheries through education, the practice of stewardship and the art of fly fishing".

COF is a 501(c)(3) Non-Profit Organization
Federal ID # 93-0881830
<http://coflyfishers.org/>

2014 Central Oregon Flyfishers' Programs

Kokanee Karnival Youth Education Program's mission is to educate and excite Bend-La Pine and Redmond School District 4th and 5th grade students about angling, fish biology, clean water, and healthy watersheds. (<http://kokaneekarnival.org/>)



Kokanee Karnival's Fall Streamside and Spring Angling Clinic Programs

- 2,700 students in 90 classrooms undertook the angler education curriculum raising fish eggs to fry, fish dissection, and community stewardship at no cost to the school district.
- 360 students from 12 classes participated in the comprehensive program of September's Fall Streamside and the Spring Angling Clinic in April with Kokanee Karnival funding a portion of the bus transportation.
- COF partners include; Sunriver Anglers, Oregon Department of Fish and Wildlife, U.S. Fish and Wildlife, and the U.S. Forest Service.

COF's Next Cast Flyfishers Program targets middle school through young adults with fly fishing classes, outings, and events to develop a lifelong appreciation of the out-of-doors.

- Volunteers teach elective courses on fly fishing in cooperation with local school districts.
- Conduct a three day fish camp in partnership with Bend Parks and Recreation.
- Built an inventory of fly fishing equipment, sized for youth, from kick nets and vials for bug collection and identification, to waders, rods and reels for classes and outings.
- We conduct fly tying lessons for Next Cast members providing tying vises, tools, and materials.

COF's conservation program efforts include river clean ups, working with Oregon Department of Fish and Wildlife to control invasive species, and advocating for fish and habitat in local, state, and federal government.



Next Cast Fish Camp and Fly Tying



**2017 Central Oregon Flyfishers Fundraising Banquet
April 8, 2017
Donation Form**

(Please include this form with your donation)

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Donation Description: _____

Retail Value of Donation: \$ _____

Note: If your donation is a guided trip or other service, please include your contact information, when the service is available, how much notice is required and any other limitations. If you have a gift certificate, please include it along with this form. If you do not have a certificate we will prepare one for presentation to the successful bidder at the banquet.

Your donation will be acknowledged on the bid slips and auction list the day of the event. Please contact me by March 24, 2017 so we have time to include your donation on the advance raffle list sent to attendees prior to the banquet.

Please retain a copy of this form for your records. Your donation is tax deductible to the extent allowed by current IRS guidelines. Central Oregon Flyfishers is an IRS approved 501 (c)(3) non-profit organization (Federal ID # 93-0881830) so your contribution of merchandise, equipment, service, cash, gift certificate, etc. is fully tax deductible. As always check with your accountant.

Please mail your donation and this form to:
Central Oregon Flyfishers, P.O. Box 1126, Bend, OR 97709

Or contact me to pick up your donation:
Tom Wideman, Banquet Chair, banquet@coflyfishers.org, or phone 503-330-5505

Thank you for your donation.

Note:

1. This list illustrates the type of auctions, typical prizes, value, donors & contact person. An actual spreadsheet with this information has been used for prior banquets and is available from prior banquet directors. The total number of auction items is typically well over 100.
2. A printed version of the full spreadsheet is provided to banquet attendees upon arrival as a guide for their purchases and bids.

Auction Type	Item #	Donation	Value	Min Bid	Min Raise	Donor Name	Contact Name
Free/Handout		\$10 Gift Certificate	\$10	N/A	N/A	Sportsman's Warehouse	Bob Pengra
		"Pro-Knot" Knot Guides	\$42	N/A	N/A	J.E.Sherry Co. (Pro-Knot)	COF Member
52 Card		Orvis Recon 4pc., 10'-0" 4wt Rod, Ross Cimarron II 5-6 Reel and Orvis Hydros WF-4-F Nymph. Line & backing	\$729	N/A	N/A	Confluence Fly Shop	Tye Kreuger
Early Bird		\$100 Gift Certificate	\$100	N/A	N/A	900 Wall	Katie Egge
Fly Tyer		\$50 Gift Certificate	\$50	N/A	N/A	The Pine Tavern	Richard Poe
NameTag		Sage Approach 590-4 rod (4pc., 9'-0" 5wt)	\$350	N/A	N/A	The Patient Angler	Peter Bowers
Buy a Square		(2) 4 pc. 5 wt. Payne Graphite Fly Rods, 9' 0" & 7' 6" - 1st drawn has choice - 2nd drawn gets remaining rod	\$1,500	\$10/square 3 for \$25	N/A	E.F.Payne Rod Company (Handmade in the USA)	Dave Holloman
DoorPrize	DP2	COF Hat, Pro Knot Waterproof Fly Fishing Knot Guide and Reel/Spare Spool Zippered Fly Reel Case	\$21	N/A	N/A	COF/J.E.Sherry Co./Earl Rettig	COF Members
	DP9	Newport Market Gift Basket	Priceless	N/A	N/A	Newport Market	Joe
Bucket	B1	"BRODIN" Hardwood framed landing net (small)	\$40	N/A	N/A	Peter Martin	COF Member
	B22	4 Books: Mottram on Fly Fishing Mysteries, Sight Fishing the Flats, Outdoor Navigation with GPS, Dances with Sharks	\$81	N/A	N/A	Angler's Book Supply	Mark Koenig
	B50	6 pack of Deschutes Riverale, Wax sealed bottle of Pilsner Pie, Deschutes Brewery Trucker Hat, and 2 pint Logo glasses	\$35	N/A	N/A	Deschutes Brewery	Erin Rankin
Bucket Fly Tyer	B105	20 Steelhead Files in a COF Box	Priceless	N/A	N/A	Bob Shimane	COF Member
	B108	18 Soft Hackles in a COF Box	Priceless	N/A	N/A	John Howard	COF Member
	B113	30 Riverkeeper Files in a COF box (John Krefft)	Priceless	N/A	N/A	John Krefft	COF Member
Silent	S3	Rust Alpaca Neck Warmer	\$55	\$28	\$5	Alpaca by Design	Steven Segal
	S5	Drink Tanks Growler Flask	\$69	\$35	\$5	Drink Tanks	Luke Kaluzeny
	S18	2 Full Day Kayak, Canoe or Stand Up Paddleboard Rentals	\$240	\$50	\$10	Tumalo Creek Kayak and Canoe	Sue Fox
	S23	Tahoe Donner Cabin, 1 week lodging above Truckee CA, see at https://sites.google.com/site/bethanni/	\$900	\$300	\$20	Lee Ann Ross and Herb Blank	COF Members
Live Auction	S45	\$50 Gift Certificate	\$50	\$25	\$3	McMenamins	McMenamin Bros.
	Live 1	Guided Full Day Trip for 2 anglers - Central Oregon	\$550	Auction	Auction	The Fly Fisher's Place	Jeff Perin
	Live 2	Bamboo Rod building class, all included.	\$1,800	Auction	Auction	Bamboo Pursuits (Dave Dozer)	COF Member

Setting Minimum Bid on Silent Auction Items

As the banquet date draws near it becomes time to organize the final auction raffle list and set minimum bids. Setting the minimum bid sounds easy but it is not if you don't establish guidelines.

I spent an entire Saturday morning entering and erasing numbers. Finally I wrote the following guidelines which I used for my two years as banquet chair. These guidelines gave me a uniform and fair place to begin. I did not follow them blindly but I found them to be a great help.
Peter Martin

Gift Cards	60% face value of card
New or like new item	50% of estimated value
Well used but in great shape	35% of estimated value
Hard used	Less than 35%-make a decision
Member made craft and nice	60% of estimated value

2013 Donor/Thank You List - Raffles & Auction

Donor Name	Name	Title	Street	City	State	Zip
10 Barrell Brewing Co.	Dave Richmond		1135 NW Galveston Ave Ste A	Bend	Oregon	97701
Alpaca By Design	Stephen Segal	Owner/Store Manager	P.O. Box 602	Sisters	Oregon	97759
Aspen Lakes Golf Course	Kelly Cyrus		16900 Aspen Lakes Drive	Sisters	Oregon	97759
Awbry Glen Golf Club	Mark W. Amberson	General Manager	2500 NW Awbrey Glen Dr.	Bend	Oregon	97701
Bend Mountaiin Coffee	Gordon		180 NW Oregon Ave	Bend	Oregon	97701
BiMart	Sarah Moniz		P.O. Box 2310	Eugene	Oregon	97402
Blazin Saddles	Casey		413 W Hood	Sisters	Oregon	97701
Riseform Flyfishing Ventures	Brian Chan		1832 Orchard Dr	Kamloops	BC Canada	V2C4H1
Confluence Fly Shop, LLC	Al McMicking and Tye Krueger		375 SW Powerhouse Dr. Suite 100	Bend	Oregon	97702
Crossings at the Riverhouse	Miki Demarr		3075 N Business 97	Bend	Oregon	97701
Deep Canyon Outfitters	Damien Nurre		906 NE 11th	Bend	Oregon	97701
Douglas Fine Jewelry	Elyse Douglas		920 NW Bond St. #106	Bend	Oregon	97701
EF Payne Rod Co,	Dave Holloman		490 NE Butler Market Rd Ste 100	Bend	Oregon	97701
Eyes on Wall St.	Drs Lorraine and Doug Winger		822 Wall St.	Bend	Oregon	97701
Federation of Fly Fishers	Rhonda Sellers		5237 US Hwy 89 South Suite 11	Livingston	Montana	59047
Fin and Fire	Reed		1604 S. Hwy 97, #12	Redmond	Oregon	97756
Fly and Field Outfitters	Scott and Russ		35 SW Century Dr.	Bend	Oregon	97702
Fred Meyer, Bend	Pat Phelps	Ast Store Dir	61535 S. Hwy 97	Bend	Oregon	97702
Goulart Family Chiropractic	Dr.Tim Goulart		424 NE Franklin Ave	Bend	Oregon	97701
Growler Guys	Kent and Kizer Couch	Owners	2699 E Highway 20	Bend	Oregon	97701
Joel King	Joel King		350 NE Addison Ave.	Bend	Oregon	97701
Longboard Louie's	Zach Pike and Kylah Elliott	Owner	1254 NW Galveston Ave	Bend	Oregon	97701
Madeline's and Diego's Restaurants'	Pablo Pena'		2414 S Hwy 97	Redmond	Oregon	97756
Newport Market	Spike	Store Manager	1121 NW Newport Ave	Bend	Oregon	97702
North Soles Footwear	Jeremy and Margaux		800 NW Wall St.	Bend	Oregon	97701
Oil Can Henry's	Berny Montgomery	Owner	8197 SW Ridge lane	Powell Butte	Oregon	97753
Oregon Body and Bath	Jill Jackson		1019 Wall St	Bend	Oregon	97701
Phillip Rowley	Phil	Owner	28 Canyon Dr	Sherwood Park	Alberta CA	TSH1N3

2013 Donor/Thank You List - Raffles & Auction

Donor Name	Name	Title	Street	City	State	Zip
REI	Merri Jolma	Outreach Specialist	380 SW Powerhouse DR	Bend	Oregon	97702
Simms	Rich Hohne		101 Evergreen Dr.	Bozeman	Montana	59715
Spirit River	Bill Black		17537 North Umpqua Hwy	Roseburg	Oregon	97470
Starbucks	Renee	Manager	812 Wall St	Bend	Oregon	97701
Studio 541	Carrie Robertson		1288 Simpson Ave	Bend	Oregon	97702
Sun Country Tours	Dennis	Owner	531 SW 13th Street	Bend	Oregon	97702
Tailwater Fisheries LLC	Randall Jarvis		1825 Baywood Circle	Yuba City	California	95991
The Athletic Club of Bend	Kip Heilman	Manager	61615 Athletic Club Drive	Bend	Oregon	97702
The Evening Hatch	Jack Mitchell	Owner	780 Harris Ranch Rd	Goldendale	Washington	98620
The Fly Fisher's Place	Jeff		PO Box 1179	Sisters	Oregon	97759
The Hook	Fred		PO Box 3673	Sunriver	Oregon	97707
The Open Door Restaurant	Dan Rickards		PO Box 1991	Sisters	Oregon	97759
The Patient Angler	Peter		822 SE 3rd St., Suite B	Bend	Oregon	97702
River's Edge Golf Course	Troy Eckburg	Director Golf Operations	400 NW Pro Shop Dr	Bend	Oregon	97701
Tower Theatre Foundation	Angela Miller		835 Wall St	Bend	Oregon	97701
Trader Joe's	Courtney Landis	Team Captian	63455 N. Highway 97 suite 4	Bend	Oregon	97701
Tumalo Creek Kayak & Canoe	Geoff Frank	Owner	805 SW Industrial Way	Bend	Oregon	97702
Wanderlust Tours	James Jaggard		61535 S Hwy 97 Ste 13	Bend	Oregon	97702
Well Body Therapeutics, LLC	Amy Lafferty		131 NW Hawthorne Ave #102	Bend	Oregon	97701



Central Oregon Flyfishers
PO Box 1126, Bend, OR 97709

January 5, 2016

Sunny Healey
Silver Creek Preserve Manager
PO Box 624
Picabo, ID 83348

Dear Sunny,

THANK YOU!

On behalf of the Central Oregon Flyfishers (COF), I want to thank you for your generosity and charitable donation for our upcoming April 2, 2016 Annual Banquet and Fundraiser.

According to our records you donated one Silver Creek Preserve baseball hat and one size large Mayfly T-shirt for a total retail value of \$40.00.

COF fundraising efforts support the Kokanee Karnival Youth Education Program, Next Cast Flyfishers for older youth, conservation and habitat restoration efforts, club activities and member services.

Our banquet is months away on the calendar and so my preparation so far is a date and location. Therefore I have included a copy of the 2014 program sheet I used with last year's donation requests to give you an idea of our club activities.

Sincerely,

Peter Martin
COF Banquet Chair



Bucket Raffle

52 Card Orvis Rod

Dave (COF) Dunahay

COF is a 501(c)(3) Non-Profit Organization
Federal ID #93-0881830
<http://coflyfishers.org/>



Central Oregon Flyfishers
PO Box 1126, Bend, OR 97709

April 6, 2016

Dear Debbie Norton,

THANK YOU!

On behalf of the Central Oregon Flyfishers (COF), I thank you for your charitable donation for our April 2, 2016 Annual Banquet and Fundraiser.

According to our records you and Katie Wendel donated an Argentine wine sampling and grilled steak Argentine style dinner for six people at one of their homes. Sounds wonderful! Enjoy.

COF fundraising efforts support the Kokanee Karnival Youth Education Program, Next Cast Flyfishers for older youth, conservation and habitat restoration efforts, club activities and member services.

COF is a club of volunteers. Keep your eye on the monthly newsletter and respond to those volunteer opportunities. We have fun and you meet the nicest people!

Sincerely,

Peter Martin
COF Banquet Chair



Photos L to R: Craig Dennis, Eric Steele, Tim Quinton, Lee Ann Ross, Jeannette Launer, Corol Ann Carey, Betty Rentz (photos by R. Todd Cary)

COF is a 501(c)(3) Non-Profit Organization
Federal ID #93-0881830
<http://coflyfishers.org/>

April 10, 2017

Erick Trachsel, Director of Sales
Riverhouse On The Deschutes
3075 N. Business 97
Bend, OR 97703

Dear Mr. Trachsel,

On behalf of the Central Oregon Flyfishers I want to thank you for sponsoring the room rental for our successful April 8, 2017 annual banquet and fundraiser. COF fundraising efforts support the Kokanee Karnival Youth Education Program, Next Cast Flyfishers for older youth, conservation and habitat restoration efforts, club activities and member services.

One hundred and thirty people registered for this year's banquet – fewer than last year's 160 and despite that, the generosity of our donors (yourselves included) and club members yielded an increase in funds for our projects. Moving around the room on Saturday night, I overheard club members talking about the high quality of the food and the facilities at the Riverhouse. Done and done right!

I want to acknowledge Jessica Hagg, Nicole Daane-McCarthy and Jenn Gouker for their help, advice and patience. Banquet captain Chris took good care of us at the banquet and all the servers were friendly and responsive.

One of our primary youth events, the Spring Angling Clinic component of Kokanee Karnival, is right around the corner. The clinic is held June 26, 27 & 28, 2017 at Aspen Hall in Shevlin Park. For these three days we will host 60 students from the Bend-LaPine and Redmond School Districts. The students rotate through learning stations in the morning, enjoy lunch by the Sunriver Anglers, and then spend the afternoon fishing in Shevlin Pond.

It's a fun event and you are welcome to stop and see what your sponsorship supports.

I hope you will continue your sponsorship and will host the Central Oregon Flyfishers banquet in 2018. Despite my first-timer's woes, my wife has agreed to let me head it up again and I look forward to dealing with you and your folks – the ONE thing I didn't have to worry about!

Sincerely,

Tom Wideman
COF Banquet Chair

COF is a 501(c)(3) Non-Profit Organization
Federal ID #93-0881830
<http://coflyfishers.org/>



PHOTO: Karen Kreft

The Central Oregon Flyfishers

2016

Annual Banquet
& Fundraiser

Saturday • April 2, 2016 • 5:30 P.M.
Riverhouse Convention Center, Bend



BEFORE March 2 - \$40 per person & automatic entry in the early bird drawing

March 3 to March 28 - \$45 per person (no dinner sales after March 28)

Questions? Contact Peter Martin (541-388-8956 or banquet@coflyfishers.org).

Attend COF's primary fundraising event to support the Kokanee Karnival Youth Education Program, Next Cast Flyfishers program for older youth, conservation programs, habitat restoration efforts, club activities, and membership services. Join the fun and dine on fine, delicious food. Have an exciting time with the raffle, pick up some high-quality flies or unique family items in the silent auction, and bid on great opportunities at the live auction. Take advantage of the early bird registration; save \$5 and be automatically entered in the early-bird drawing. You may purchase raffle tickets in advance using the registration form (six tickets for \$5). Registration form and directions to Riverhouse Convention Center on reverse.

The
Riverhouse
HOTEL & CONVENTION CENTER

Menu

Entrée: Your choice of chicken *OR* grilled top sirloin *OR* seasonal vegetarian ravioli.

All entrees include salad, rolls with butter, chef's selection fresh vegetable medley, chef's pairing of potato or rice, dessert, coffee and tea.

No host bar will be available.

Please note that you cannot bring your own wine this year.

Please register online at coflyfishers.org.

Payment via PayPal, credit card or check.

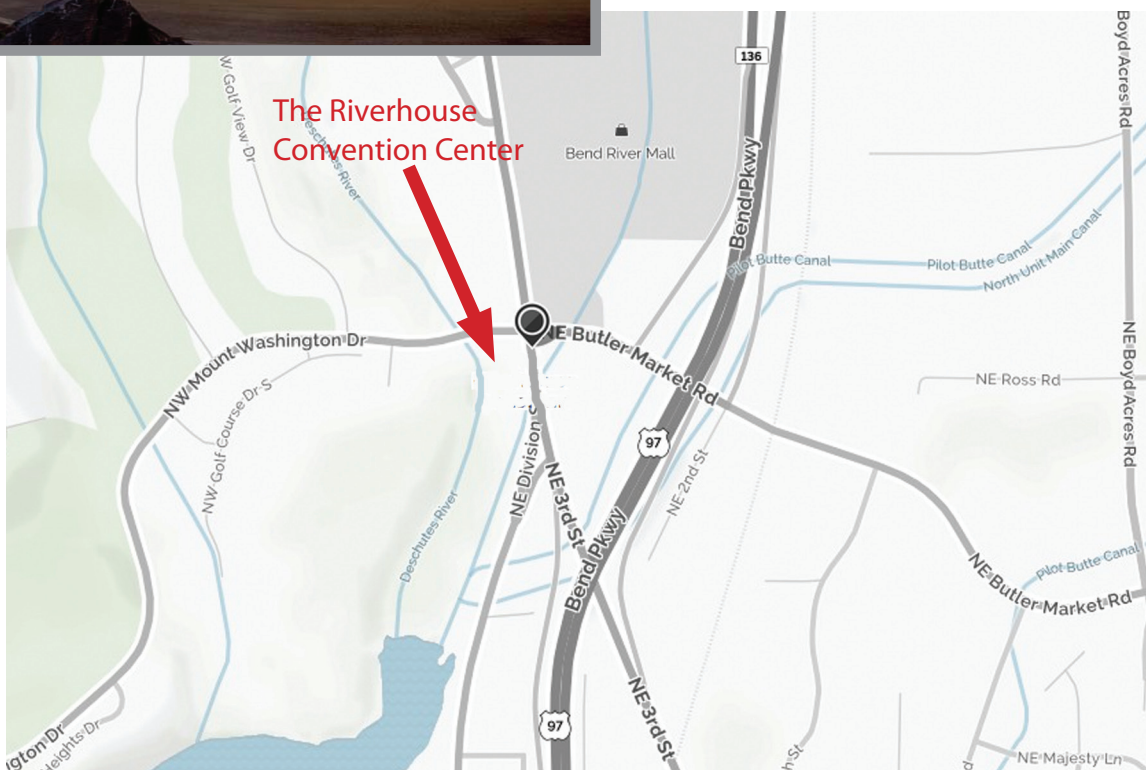
**No Internet access?
See registration form on the other side.**



The Riverhouse

HOTEL & CONVENTION CENTER

3075 N. Hwy. 97, Bend, OR 97701 + 541-389-8810



PLEASE REGISTER ONLINE at coflyfishers.org. Payment via PayPal, credit card or check.

For those with no Internet access, mail completed form (indicate dinner choice and raffle ticket amounts) and your check (\$40/person **BEFORE Mar 2** • \$45/person **Mar 3 to Mar 28**) to COF BANQUET, P.O. Box 1126, Bend, OR 97709.

PRINT CLEARLY

Name _____ Steak ____ Chicken ____ Veg. Ravioli ____

Spouse/Guest(s) _____ Steak ____ Chicken ____ Veg. Ravioli ____

Guest(s) _____ Steak ____ Chicken ____ Veg. Ravioli ____

Raffle Ticket Total Enclosed (\$5 increments • \$5 = six tickets) = \$ _____

Email _____

Telephone _____

Amount enclosed (circle one): \$40 or \$45/person **BEFORE March 2** - \$40 per person & Automatic entry in the early bird drawing **March 3 to March 28** - \$45 per person (no dinner sales after March 28)

For the people who have already registered, a BIG Thanks.

Only Fourteen Days Left For Discount

Get in on the Early Bird Drawing



Central Oregon Flyfishers Banquet



March 15th

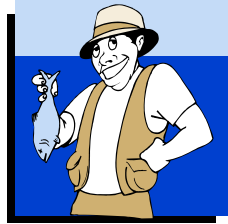
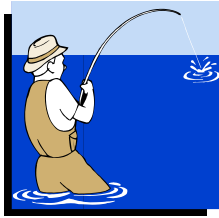


Get your reservations in **NOW**. The Early Bird Drawing Deadline is February 16th
But wait...there's MORE. If you get that **\$37** registration in today you just saved yourself five bucks. That's right! **Five bucks**. The cost goes up on February 17th to \$42 so don't delay. Send that check today & receive automatic entry in the early bird fly-rod drawing.

To obtain registration form, go to the COF web site at http://www.coflyfishers.org/cof/pdfs/homebannerfiles/banquet_flyer_web-2014.pdf

You can also buy Raffle Tickets with Registration

Good food, good friends, good deals, good cause,
good stories and a darn good time.



For the 110 people who have already registered, a BIG Thanks.

Only Three Days Left and Registration Closes



Central Oregon Flyfishers Banquet



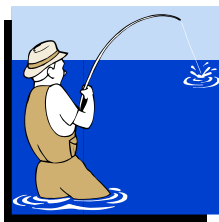
April 6th



You still have time. Get your reservations in
NOW. It is \$42 until Friday March 31st.
(No sales at the door.)

To obtain registration form, go to the COF web site at
www.coflyfishers.org/cof/pdfs/homebannerfiles/COF-Banquet_Flyer_2013.pdf

Good food, good friends, good deals, good cause,
good stories and a darn good time.



Send that check today.



Welcome to the 2016 COF Banquet April 2, 2016 • 5:15 PM

Notes about the COF Banquet this Saturday

- There will be over 150 people at the banquet.
- Doors open, raffles, silent auction, & social hour all begin at 5:15. Don't be late! This is 15 minutes earlier than past banquets due to our larger attendance.
- Please remember that you cannot bring your own WINE this year. There will be a full no-host bar in the banquet room.
- Dress code: It's Bend and we fly fish.
- You'll receive a packet at the registration table that includes: your name tag, bid number, meal ticket to put at your place setting, auction/raffle guidelines, program, and any pre-paid bucket raffle tickets.
- Additional raffle tickets may be purchased after picking up your packet.
- Bring cash or check for purchase of raffle tickets and 52 card raffles.
- Visa and MasterCard will be accepted at the end of the evening for silent or live auction items. Cash and checks may expedite your checkout.
- You will receive an email blast with the auction/raffle item list. Call your fishing partner and plan your strategy for bidding success. You will find the following on the list:
 - Five live auction items
 - Nine door prizes, Early bird raffle, & Meeting nametag raffle fly rod
 - Over 110 silent auction items
 - Two Different 52 Card Floor Raffles; 1) 7 wt. Spey rod, reel & line package, and 2) 5 wt. Graphite rod, reel & line package
 - Over 70 bucket raffle items, including 26 boxes of flies tied by COF members. The fly tier with the most raffle tickets in their bucket wins the Fly Tier Raffle.

Riverhouse Convention Center Directions

The entrance to the Riverhouse Convention Center is off NW Washington Drive. We are not at the hotel or restaurant. You may drop passengers off at the covered entrance seen below.



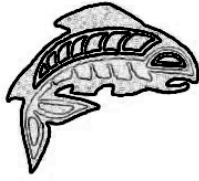
The parking area is up the hill past this picture. Looking at the picture the disabled parking spaces are located to the right of the front door. Once you are in the front door there will be signs to guide you to the banquet room.

Questions? Send me an email, pcmartin@bendbroadband.com.

Peter Martin, Banquet Chair

RIVERHOUSE

ON THE DESCHUTES



2016 COF Banquet Program

Saturday April 2, 2016

5:15 Doors Open
 Social hour, Silent Auction and Raffles Begin

6:00 President's Welcome - Lee Ann Ross
 (Door prizes, DP1, DP2, DP3 & DP4)

6:30 Dinner begins - Bucket Raffle Closes
 (Door prize, DP5 & DP6)
 Early Bird Drawing
 Name Tag Drawing

7:30 Bucket Raffle Presentations

7:45 BREAK

8:00 Silent Auction Closes
 ODF&W Awards Presentation - Jennifer Luke
 COF Awards Presentation - Lee Ann Ross
 (Door prize, DP7 & DP8))

8:30 (Door prize, DP9)
 52 Card Raffle Drawings
 Live Auction, Eric Steele, Auctioneer

Closing Remarks - Lee Ann Ross

Payment for Auction Items is Due at End of Program

Please Recycle Your Badges and Envelopes As You Leave

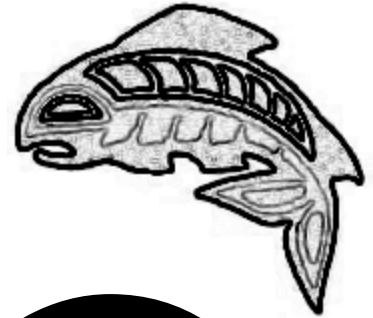
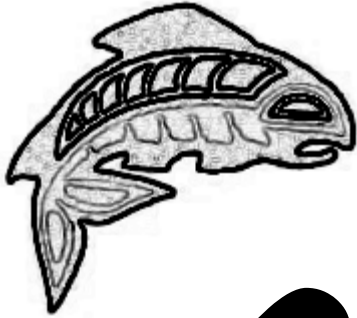
RIVERHOUSE

ON THE DESCHUTES

A-38

Typical Page from Auction Item List for Banquet Attendees

<u>Auction Type</u>	<u>Auction Number</u>	<u>Donation</u>	<u>Value</u>	<u>Min Bid</u>	<u>Min Raise</u>	<u>Donor Name</u>	<u>Contact Name</u>
		Bucket Raffle Fly Tyer Boxes					
Bucket	B108	18 Soft Hackles in a COF Box	Priceless	N/A	N/A	John Howard	COF Member
Bucket	B109	6 Chubby Chernobles in a COF Box	Priceless	N/A	N/A	Bill Hinchliff	COF Member
Bucket	B110	24 Midge Flies in a COF Box	Priceless	N/A	N/A	Steve Kimple	COF Member
Bucket	B111	20 Flies, River and Lake, in a COF Box	Priceless	N/A	N/A	Clyde Baker	COF Member
Bucket	B112	3 1/2 Dozen Flies in a COF Box	Priceless	N/A	N/A	Peter Martin	COF Member
Bucket	B113	30 Riverkeeper Flies in a COF box (John Krefit)	Priceless	N/A	N/A	John Krefit	COF Member
Bucket	B114	36 Flies "Callibaetis Life Cycle" in a COF box	Priceless	N/A	N/A	Cliff Price	COF Member
Bucket	B115	43 Flies by Next Cast Flyfishers in a COF box	Priceless	N/A	N/A	Joe Grover, Branson Broderick, Forrest Franklin, Kincaid Smeltzer	Next Cast Flyfishers (COF)
Bucket	B116	25 Flies in a COF box	Priceless	N/A	N/A	Dale Nichols	COF Member
Bucket	B117	20 Caddis Patterns in a COF box	Priceless	N/A	N/A	Steve Kimple	COF Member
		Silent Auction Items					
Silent	S1	Silver Creek Preserve Sweatshirt - Size XL	\$36.00	\$18.00	\$3.00	Silver Creek Preserve, The Nature Conservancy	Sunny Healey, Manager
Silent	S2	2 Pint and 2 Half Pint Silicone cups	\$47.00	\$24.00	\$4.00	Sillipint	Skye McDowell
Silent	S3	Rust Alpaca Neck Warmer	\$55.00	\$28.00	\$5.00	Alpaca by Design	Steven Segal
Silent	S4	Tan Alpaca Head Band/Ear Warmer	\$32.00	\$16.00	\$3.00	Alpaca by Design	Steven Segal
Silent	S5	Drink Tanks Growler Flask	\$69.00	\$35.00	\$5.00	Drink Tanks	Luke Kaluzeny
Silent	S6	Beadwork Necklace	\$45.00	\$24.00	\$4.00	Esther Beadworks	Kim Leahy
Silent	S7	Beadwork Bracelet	\$30.00	\$15.00	\$3.00	Esther Beadworks	Kim Leahy
Silent	S8	Vintage Tuareg Necklace and Earrings	\$75.00	\$40.00	\$5.00	Lee Ann Ross	COF Member
Silent	S9	3 Scarves	\$50.00	\$25.00	\$4.00	Lee Ann Ross	COF Member
Silent	S10	Stanley Lunchbox / Bottle Combo	\$75.00	\$40.00	\$5.00	Stanley	Van Schoessler
Silent	S11	3 Month Family Non Tennis Membership to the Athletic Club of Bend	\$956.00	\$300.00	\$20.00	Athletic Club of Bend	Kip Heilman
Silent	S12	Half Day Wanderlust Tour for 2 - your choice	\$150.00	\$75.00	\$10.00	Wanderlust Tours	Bethany Baumann
Silent	S13	2 - 18 hole rounds - no expiration	\$175.00	\$85.00	\$10.00	Aspen Lakes Golf Course	Rob Malone
Silent	S14	2 - 18 hole rounds w/cart. Expires 10/31/2017	\$240.00	\$100.00	\$10.00	Awbrey Glen Golf Club	Mark Ambersen
Silent	S15	Round of golf for 4, cart & range facilities included. Expires 10/31/2017	\$600.00	\$200.00	\$20.00	Broken Top Club	Liz White for Jack Perkins
Silent	S16	2 - 18 hole Rounds for 2 incl. cart. Valid Sun. noon - Thurs. Excl. weekends and holidays to 10/31/2017	\$195.00	\$95.00	\$10.00	Black Butte Ranch	Gail Halley for Scott Huntsman
Silent	S17	2 - 18 hole rounds of golf (cart not included) to 12/31/2017	\$178.00	\$80.00	\$10.00	Widgi Creek Golf Club	Barry Helm
Silent	S18	2 Full Day Kayak, Canoe or Stand Up Paddleboard Rentals	\$240.00	\$50.00	\$10.00	Tumalo Creek Kayak and Canoe	Sue Fox
Silent	S19	2 Full Day Kayak, Canoe or Stand Up Paddleboard Rentals	\$240.00	\$50.00	\$10.00	Tumalo Creek Kayak and Canoe	Sue Fox
Silent	S20	Opportunity to purchase 1 Simms product from Simms at their Conservation Community Involvement Price	Item + Bid	\$50.00		Simms Fishing Products	Sue Frazier
Silent	S21	4 - 1 day Guest Passes. Expire 4/30/2018	\$60.00	\$35.00	\$5.00	High Desert Museum	Ann Arbow



6 1 2

Checkout and Item Pickup Procedure

1. Go to the cashier's table after the program if you did any of the following:
 - a) You purchased any Silent Auction item(s).
 - b) You purchased any Live Auction item(s).
2. Provide bidder # and name and pay for your item(s) with **CASH, CHECK, VISA OR MASTERCARD.**
3. Go to the pickup table with your receipt.
4. Receive packages, both physical items and certificates.

Kristin Kovalik

DOOR PRIZE NO.: 612



Explanation of Auctions, Drawings and Raffles 2014 Annual Banquet



Your Packet includes a Bid Number that you must use for the silent auction, the live auction, and the bucket raffles. There are multiple raffles, drawings, and auctions as listed below. Please take the time to review the process for each.

ALL PURCHASES ARE CASH OR CHECK ONLY!

Bucket Raffle: (Six for \$5, sold in lots of six)

Purchase raffle tickets (pre-purchased tickets are in your packet) and place a ticket in the bucket of an item for drawing. The buckets are closed to further entry at 6:30.

Silent Auction:

A bid sheet on the table for each item will state the minimum bid \$ amount and minimum bid increment. Tables will be closed at 7:30 and highest \$ bid will purchase the item.

52 Card Drawing: (One for \$10; Three for \$25)

Purchase one or more cards of a deck for chances for a single winner. Card will be cut in half with one half placed in a bucket for the drawing.

Fin & Fire Certificate Raffle:

\$300 in-store credit for merchandise only. Special blue raffle tickets available for \$5/ticket.

Live Auction:

There will be several items for the live auction this year. Hold your bidding card up, bidding number to the front, to bid on an item.

Name Tag Drawing:

For every COF monthly meeting, each member who wears their COF name tag gets to place a raffle ticket with his/her name on it in a bucket for the annual Name Tag prize drawing at the Banquet.

Early Bird Prize:

Each attendee for whom a banquet ticket was purchased before February 17, 2014, will have **ONE** ticket with their bid number entered in the Early Bird prize drawing.

Door Prize:

Each person at the banquet will have **ONE** ticket with their bid number entered in the door prize drawings. ***MUST BE PRESENT TO WIN!***

Prize for Flies:

For donors of flies for the bucket raffle, the one with the most tickets in the bucket will receive a gift certificate to the Open Door.

2017 COF Sponsors

Banquet Comps

Company	Contact		email	Notice Sent	Reply	Banquet
	First	Last				
Confluence Fly Shop co-owner	Tye	Krueger	tyeflyfish@aol.com	2/16/2017	2	GUESTS
Deep Canyon Outfitters	Tye	Krueger	tyeflyfish@aol.com	2/16/2017	0	no
E.F. Payne Rods	Dave	Holloman	paynefishing@yahoo.com	2/16/2017	2	Dave and Linda
Fin & Fire	Reed	Tuescher	reed@finandfire.com	2/16/2017	0	no
Fly & Field co-owner	Scott	Cook	scott@flyandfield.com	2/16/2017	2	Griff & Mrs.
The Fly Fisher's Place	Jeff	Perin	Jeff Perin (greendrakehatch@gmail.com)	2/16/2017	2	Tina and Mrs Quinton
The Hook Fly Shop	John	Olschewsky	cascaideguides@gmail.com	2/16/2017	0	no
The Patient Angler	Peter	Bowers	info@patientangler.com	2/16/2017	0	no



Date: February 16, 2017

Subject: Annual Notice to Central Oregon Flyfishers Sponsors

To:

Thank you once again for your generous contributions to the Central Oregon Flyfishers (COF) in 2016.

I hope you will continue as a sponsor of COF this year. For your continued and generous contributions to the COF we offer you the following:

- Free advertisement in the COF monthly newsletter for one year starting April 1st. (Ad size is left to the discretion of the newsletter editor).
- Link to your website on the COF website for one year under Links/Sponsors.
- Free COF memberships for two.
- Two complimentary tickets to the COF banquet and auction on Saturday April 8, 2017, Riverhouse Convention Center beginning at 5:15 p.m.

What do I need from you?

1. Acknowledge you have received this letter. You can send me an email or just wait and I'll come visit you.
2. If you have changes to your current advertisement provide new electronic advertisement.
3. Names for your two free memberships.
4. Your intentions to join us, with one guest, at our banquet April 8th. The banquet flyer is attached. Dinner entrée choices are top sirloin, chicken, or vegetarian ravioli. I will make your banquet reservations for you. I just need names and entrée choices.

[2017 Banquet Flyer.pdf](#)

Questions? Contact me.

Sincerely,

Tom Wideman
banquet@coflyfishers.org, 503-330-5505