

# Men's NetWork ~ How to Organize a Fishing Tournament

**Purpose:** *(List the purpose of your fishing tournament in a few brief sentences. For example: "To bring new members into our group and build the spirit of brotherhood among us.")*

## **Elements:**

1. **Planning** (12-16 weeks prior)
  - a. Determine fishing venue, lake access and cost feasibility, boat availability, dock schedules, liability insurance issues, launch times.
  - b. Set goal number of attendees.
  - c. Determine prizes to be awarded to teams or individuals.
  - d. Establish contests: largest individual species, heaviest stringer of qualifying fish (individual or aggregate).
  - e. Set publicity dates; determine when and where to publicize.
  - f. Create to-do lists and assign responsibilities to person(s) or teams.
  - g. Create registration plan (if needed): who will manage, how can people sign up, etc.
  - h. Determine if you want to provide meals.
  - i. Do you need a schedule?
2. **Publicity** (8-12 weeks prior to event)
  - a. Begin internal church/school promo: event announcement, flyers, church Web site, bulletins, word of mouth, etc.
  - b. Begin community publicity: ads and press releases in local media outlets, contact other groups, etc.
  - c. Send postcards, e-card invitations and/or verbal invitations to members and non-members, etc.
  - d. Place external notices in logical and permissible sites: sports tackle retail outlets, boat docks, convenience stores, bars.
  - e. Have designated leader(s) make pulpit announcement.
  - f. Create PowerPoint presentation, if possible.
3. **Preparation** (6-8 weeks prior)
  - a. Event coordinators should troubleshoot for logistical problems, create maps to lake, etc.
  - b. Assess emergency preparedness.
  - c. Publicity team should follow up with responses and verification of attendees
  - d. Assign official(s) who will measure fish for prizes.

- e. Determine structure of award banquet such as sit-down meal, lakeside reception and/or fish fry; consider whether drinks and/or meals are to be included.
  - f. Secure all prize goodies, trophies, certificates, and award paraphernalia.
  - g. Complete any last-minute promotions.
  - h. Prepare schedule (if applicable).
  - i. Purchase meal supplies (as needed).
4. **Pre-event details** (4-6 weeks prior)
- a. Teams should report to team leaders of progress and/or issues.
  - b. Do final verification of attendees participating.
  - c. Review emergency preparedness plans.
5. **Follow-up review** (1 week after event)
- a. Coordinators should meet and discuss results, both positive and negative.
  - b. Draft brief report detailing strategies to improve event.

**Overview/Summary:** *(Be sure to send word to the **Men's NetWork** summarizing your fishing tournament. Please include suggestions to improve this "How To" and include pictures of your fishing tournament, whenever possible. That way we can help others coordinating similar projects/events in their churches.)*