

NORTHROP Services, Inc.

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August 29, 1975

TO: Marvin Matthews

FROM: Pete Gist

SUBJECT: Report from Site Preparation and Cleanup Committee for 1975 Annual Rotary Shrimporee and Benefit Auction

This report represents a summary of activities performed by the subject committee. Members of the committee were: Pete Gist (Chairman), Lloyd Giles, Herb McElveen, A. B. Olson, Mike Ratcliff, and Dave Sincox. Of these committee-men, Lloyd Giles was on vacation for the entire period, Herb McElveen and A. B. Olson had interfering commitments but were, nevertheless, helpful. Chester Chambers and Larry Rowe were also very helpful. Mike Ratcliff and Dave Sincox were real mainstays.

Major items of consideration and activities by the Site Preparation and Cleanup Committee along with comments are as follows:

1. Flat-bed Trailer Used for Auction -

A 40-ft. trailer was moved into position for the auction on Friday, July 18. The position of the trailer appeared to be very adequate (considerably better than last year) and the size seemed to be adequate to hold the auction items. Arrangements for the trailer were made by A. B. Olson. I believe the same arrangements could be made next year.

2. Tables and Chairs

Thirty (30) tables 8 ft. long and eleven (11) tables 6 ft. long, and 100 folding chairs were provided by the Seabrook Methodist Church (Ed White Youth Memorial Center). Although Reverend Lloyd Giles had authorized the use of this equipment, he was on vacation at the time of the Shrimporee and detailed arrangements were made through one of his associates, Mr. Frank Smith. Pick-up of the tables and chairs was made on Friday afternoon. Transportation was by a large and totally enclosed U-Haul truck, the use of which was provided by Hillhouse Exxon Service Station (located on NASA Road 1 between Highway 3 and I-45). We only paid for insurance, mileage, and fuel. Total cost - as I remember - was approximately \$12.00. The tables and chairs were loaded back onto the truck Saturday night and returned to Seabrook Methodist Church before 8:30 Sunday morning.

The use of approximately 400 folding chairs was obtained from the Clear Creek School District. Arrangements were made with Mr. Stevens (Assistant Superintendent for Administration). The school delivered the chairs to the park at 10:00 A.M. Saturday morning and returned at 9:00 P.M. to pick them up. Particular care was taken to see that the driver was not detained at the park and that he did not have to handle the chairs.

Significant telephone numbers - -

Seabrook Methodist Church	474-2851
Rev. Giles home phone	474-3542
Mr. Stevens	332-4561 Ext. 25

3. Public Address System

The public address system was provided by the writer. It seemed to be very adequate. It may or may not be available for use in future years. This source should be checked first next year. Pete Gist phone number is:

Home	333-4488
Work	483-3616

4. Cover for Auction Items & P.A. System

A one-piece vinyl cover to cover the auction trailer in case of sudden rain was provided by the writer. It will be available for use next year. This is regarded as a very important item as long as the auction is held outside. A sudden rainstorm could cause hundreds of dollars damage if the auction items and P.A. system were unprotected.

5. Dempsey Dumpsters and Trash Cans

Dave Sincox arranged for two dempsey dumpsters to be strategically located at the park. Additional trash cans were brought up from outlying park areas to the eating/auction area. It was necessary to empty garbage cans into the dumpsters at intervals during the afternoon; especially, those near the area where the majority of people were eating.

6. Signs

It was announced to other committees approximately 2 weeks in front of the Shrimporee that the site preparation committee would provide no signs unless specifically requested to do so. None were requested. This was probably a mistake. See recommendations below.

7. Cleanup

Precleaning (sweeping and cleaning tables) of outside areas was performed by the committee. Precleaning of kitchen, drink and dessert sheds were performed by those committees. Cleanup during the festivities (emptying trash cans, cleaning tables, policing the area, etc., was done primarily by the committee (Gist, Sincox, and Ratcliff), although some assistance was received from boys from the Harris County Youth Village. These boys were particularly helpful in loading chairs and tables after the event and in final policing of the area.

They returned to the park on Sunday morning and did a very fine job in cleaning up the outside area. Contact was made with the Youth Village through Jack Eggleston.

8. Pickup Truck

Each committee seemed to have access to transportation this year - probably provided by members within the committee. Mike Ratcliff provided a pickup used by the Site Preparation Committee. A pickup truck offered by the writer was never used.

9. Insect Control

The caretakers at the park (Mr. Verkin) arranged to have the park sprayed thoroughly the day before the Shrimporee. As a result, there were relatively few insects on Saturday.

Also, arrangements were made with Mr. Harland Standley, phone #474-4338, to place some electronic bug killers in various places where flies were expected. Mr. Standley represents some company in Baytown (can't remember the name). They also donated a bug killer for auction - sold for approximately \$80.00. I don't know about the effectivity of the bug killers because they were somewhat late in getting them to the park. They indicated they would be interested in participating next year.

Observations and Recommendations

1. I believe there should be a General Chairman and an Assistant General Chairman named each year with the Assistant General Chairman to automatically become the General Chairman the following year.
2. I believe it would be helpful to get committees and chairmen named at least 6 weeks prior to the date of the Shrimporee.
3. It is recommended that the committees be reviewed to determine whether some should be combined, some should be added/deleted, etc., and then a detailed description of responsibilities of each committee be written. This would avoid duplication of effort and possibly avoid over-looking items.
4. Establish a planning committee (perhaps 5 people) immediately to assist the General Chairman in the overall planning for next years event. This committee would do such things as determine the date of the next event, the number of people to plan for, the general guidelines for each committee chairman, determine any significant changes from last year, and generally assist the chairman in overall planning.
5. Signs and other items that are needed perennially should be obtained well ahead of the need date, and arrangements should be made to store them for use next year.

6. Arrange for better coverage related to solicitations for auction items. Start the solicitations earlier and try to obtain more. Auction the items faster and perhaps sell at a slightly lower price. A perennial event such as ours depends almost entirely on "comeback" patrons. We should strive to get a reputation for "good buys" at our auction. This reputation would help in expanding each succeeding years event.

There are probably many small suggestions that could be made by many people. I'm sure that it is the general objective of all Rotary members to make each year's Shrimporee bigger and better than the preceding year. That is the spirit in which these recommendations are made and it is hoped that this report might be of some benefit to next years Site Preparation and Cleanup Committee.

Respectfully submitted,



Pete Gist

cc: Don Kirk
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