

Macke Manual

Compiled by the IBA Associates Committee



Dubois County Golf Scramble

- 1) **Association:** Builder's Assn. of Dubois Co.
- 2) **Members:** 178
- 3) **Program/Event:** Golf Scramble
- 4) **Time and date of event:** Sept. 16, 2005
- 5) **How many times have you had this event:** 3
- 6) **How many meetings and volunteers need to successfully plan event?** 4 volunteers and 2 or 3 meetings.
- 7) **What made your event a success, and would you change anything to make it better?** Organized very well. People from Dubois County are known to like to have a good time and they do on this day. Good prizes. Plenty of beer. Nice course - Christmas Lake Golf Course at Santa Claus.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** The course is full - cannot take anymore entries. We have lunch and hole sponsors and raffle prizes from local merchants and vendors. The committee does a good job.

Thank You,
David Newham
Area 1 Associate

Dubois County Parade of Homes

- 1) **Association:** Builder's Assn. of Dubois Co.
- 2) **Members:** 178
- 3) **Program/Event:** Parade of Homes
- 4) **Time and date of event:** June 17-19, 2005/ Sept. 15-17, 2006
- 5) **How many times have you had this event:** 2
- 6) **How many meetings and volunteers need to successfully plan event?** Committee of 9 plus EO. After first year, the EO and chairman of committee handled most of the work.
- 7) **What made your event a success, and would you change anything to make it better?** Good planning, good weather. We are trying the all in 2006 to see if it will be better. With rains in the spring, it is hard to get the homes finished properly. We have been very happy with our Parades.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** I could answer questions.
- 9) **Give a brief description of the event:** We had 9 homes in scattered sites. Associates bought ads for a 4-page pullout in our local newspaper.

Thank You,
David Newham
Area 1 Associate

Dubois County General Membership Meeting

- 1) **Association:** Builder's Assn. Of Dubois Co. #1511
- 2) **Members:** 178
- 3) **Program/Event:** Our Monthly Meetings
- 4) **Time and date of event:**
- 5) **How many times have you had this event:**
- 6) **How many meetings and volunteers need to successfully plan event?** EO takes care of meetings.
- 7) **What made your event a success, and would you change anything to make it better?** Our meetings are successful because the food is free except for special meetings and they only pay \$10. We have sponsors for the meetins who spend about \$1,000 for the food, etc.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?**
- 9) **Give a brief description of the event:** The sponsors have the program which is usually short. The EO follows up with members with a phone call if their reservations have not be turned in. Meeting info is in the newsletter, paper, radio and each member receives a phone call or fax shortly before the meeting. Dress is very casual. *The key is last minute phone calls and the free food*. Nine meetings a year are free and three meetings, they are charged \$10 per person. One is truck show, another is Christmas Party and the third one where they are charged \$10 is the Top entertainment show in June. Assn. Picks up the remaining cost of the dinner/entertainment.

Thank You,
David Newham
Area 1 Associate

Dubois County Raffle

- 1) **Association:** Builder's Assn. of Dubois Co. #1511
- 2) **Members:** 178
- 3) **Program/Event:** Raffle
- 4) **Time and date of event:** September 20, 2005
- 5) **How many times have you had this event:** 15 years
- 6) **How many meetings and volunteers need to successfully plan event?** committee of 5 plus EO
- 7) **What made your event a success, and would you change anything to make it better?** Good chairman, good follow-up, and good food (free).
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Each member has 12 \$5 tickets to sell. Local merchants donate 100 prizes. We have a dinner and draw the 100 winners at this dinner. The dinner is paid for by the association. Prizes given to the 4 top ticket sales persons. List of winners published in the newsletter. Competition among a few members sells more tickets. Prizes are obtained 3 months prior and tickets are distributed 2 months prior to event.

Thank You,
David Newham
Area 1 Associate

BA of Northeast Scholarship Raffle

- 1) **Association:** Builder's Assn. of Northeast Indiana
- 2) **Members:** 105
- 3) **Program/Event:** 10 Week Scholarship Raffle
- 4) **Time and date of event:** weekly drawing for 10 weeks
- 5) **How many times have you had this event:** 3 years
- 6) **How many meetings and volunteers need to successfully plan event?** *You need a gaming license* and that takes time to apply for --- need people to sell tickets.
- 7) **What made your event a success, and would you change anything to make it better?** It's a pretty set event. If you sell all the tickets you make so much profit - the less you sell the less profit - you need to sell at least ½ to break even.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** It's a calendar raffle - sell 300 tickets for \$20 each - have 3 winners each week for 9 weeks - 10th week cash draw with ten winners of varying cash amounts.

* Biggest issue is applying for gaming license...“time consuming” and some paperwork required after the fact.

Thank You,
David Newham
Area 1 Associate

BA of Northeast Tool Donation

- 1) **Association:** Builder's Assn. of Northeast Indiana
- 2) **Members:** 106
- 3) **Program/Event:** Tool Donation
- 4) **Time and date of event:** in fall - good for Christmas gift ideas
- 5) **How many times have you had this event:** 3
- 6) **How many meetings and volunteers need to successfully plan event?** 2-3
- 7) **What made your event a success, and would you change anything to make it better?**
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** We support the Building Trades students in our coverage area - we give 4 foot mahogany level to 2nd year seniors and speed squares to 1st year students. Cost of tools varies year to year depending on enrollment.
"Great P.R."

Thank You,
David Newham
Area 1 Associate

BIA of Northwest Indiana Home Improvement Expo

- 1) **Association:** Building Industries Association of Northwest Indiana
- 2) **Members:** 390
- 3) **Program/Event:** Home Improvement Expo
- 4) **Time and date of event:** March 3-5, 2006
- 5) **How many times have you had this event:** 7 years
- 6) **How many meetings and volunteers need to successfully plan event?** 9 meetings from August - February. Total of 3 committee members
- 7) **What made your event a success, and would you change anything to make it better?** Team effort, good organization from our chairman and co-chair, and volunteers/ extensive advertising campaign.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Show is geared towards home improvement. Great benefit to our members to network with other vendors and showcase products and services to the public.

Thank You,
David Newham
Area 1 Associate

BIA of Northwest Indiana Table Top Night

- 1) **Association:** Building Industries Association of Northwest Indiana, INC
- 2) **Members:** 409
- 3) **Program/Event:** BIA Associates Showcase (Table Top Night)
- 4) **Time and date of event:** April 7, 5:00 pm
- 5) **How many times have you had this event:** 14
- 6) **How many meetings and volunteers need to successfully plan event?** We average five meetings, with eight committee members.
- 7) **What made your event a success, and would you change anything to make it better?** To increase attendance, we did a few new things this year - drawings for builder members only; “Best Table Top Display” award, a chance for builders to enter the money machine, and we also had a special recognition for our event in our tabloid section of the newspaper.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes, we’d be happy to e-mail or fax any of our flyers or promotions for the show.
- 9) **Give a brief description of the event:** Associate members pay \$100 to reserve a table and have their products and services viewed by builder members. It is a one-night event, approximately four hours long. To encourage attendees to view all of the displays, we only provide a few tables for seating, hors d’oeuvres are provided, so they are free to move about.

Thank You,
David Newham
Area 1 Associate

North Central BA Golf Outing

- 1) **Association:** North Central BA of Indiana
- 2) **Members:** 28
- 3) **Program/Event:** Golf Outing
- 4) **Time and date of event:** August - every year
- 5) **How many times have you had this event:** 2
- 6) **How many meetings and volunteers need to successfully plan event?** 4-5 meetings with 10-12 volunteers.
- 7) **What made your event a success, and would you change anything to make it better?** Builders and who they knew made it successful. Good sponsors and good committee.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Annual golf tournament supported by sponsors and players.

Thank You,
David Newham
Area 1 Associate

Gibson Co. BA Golf Scramble

- 1) **Association:** Gibson Co. Builder Assn.
- 2) **Members:** 19
- 3) **Program/Event:** Golf Scramble (for scholarship)
- 4) **Time and date of event:** June 9, 2005 - 7:30 am
- 5) **How many times have you had this event:** 1 year
- 6) **How many meetings and volunteers need to successfully plan event?** We all work together.
- 7) **What made your event a success, and would you change anything to make it better?** Community. No changes.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Scramble....start at 7:30 am breakfast. Lunch at 12:00 am. Gifts afterwards.

Thank You,
David Newham
Area 1 Associate

HBA of Greater Terre Haute Golf Outing

- 1) **Association:** HBA of Greater Terre Haute
- 2) **Members:** 264
- 3) **Program/Event:** Golf Outings
- 4) **Time and date of event:** Twice a year - spring and fall. Fri in May and Oct. Spring outing has 2 tee times AM and PM....fall outing only has PM tee time.
- 5) **How many times have you had this event:** 30 years
- 6) **How many meetings and volunteers need to successfully plan event?** Usually 2 meetings - starting 8 weeks out from outings. 10 volunteers.
- 7) **What made your event a success, and would you change anything to make it better?** Our staff at the golf course is great. They truly make it work.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Everything is available.
- 9) **Give a brief description of the event:**

Thank You,
David Newham
Area 1 Associate

HBA of Greater Terre Haute Home Show

- 1) **Association:** HBA of Greater Terre Haute
- 2) **Members:** 264
- 3) **Program/Event:** Home Show
- 4) **Time and date of event:** March (first or second week) Fri- 5pm-9pm; Sat- 11am-9pm; Sun- noon-5pm
- 5) **How many times have you had this event:** 32 years
- 6) **How many meetings and volunteers need to successfully plan event?** Meet monthly beginning in Oct. the year before through March; 15 volunteers throughout the entire show.
- 7) **What made your event a success, and would you change anything to make it better?** Advertising and the years of having it.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes - everything is on file from samples of the tickets to badges and floor plans
- 9) **Give a brief description of the event:** Home Show consisting of 140 booths that are 8' x 10'. Offer everything imaginable for building or remodeling a home.

Thank You,
David Newham
Area 1 Associate

HBA of Greater Terre Haute Scattered Parade of Homes

- 1) **Association:** HBA of Greater Terre Haute, INC
- 2) **Members:**
- 3) **Program/Event:** Scattered Parade of Homes
- 4) **Time and date of event:** June - last week - starts the 3rd Sat and runs to the last weekend of June
- 5) **How many times have you had this event:** 17 years
- 6) **How many meetings and volunteers need to successfully plan event?** One meeting a month beginning in Oct. - 20 volunteers.
- 7) **What made your event a success, and would you change anything to make it better?** Advertising - never have enough.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes - everything imaginable.
- 9) **Give a brief description of the event:** Scattered Parade of Homes.

Thank You,
David Newham
Area 1 Associate

HBA of Greater Terre Haute Table Top Night

- 1) **Association:** HBA of Greater Terre Haute, INC
- 2) **Members:** 264
- 3) **Program/Event:** Table Top Night
- 4) **Time and date of event:** Nov - GMM during social hour @ 6 PM and after GMM
- 5) **How many times have you had this event:** 40 years
- 6) **How many meetings and volunteers need to successfully plan event?** none
- 7) **What made your event a success, and would you change anything to make it better?** I recommend a committee to help do more promoting to the associate members.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** some
- 9) **Give a brief description of the event:** Tables are located around perimeter of GMM room consisting of associate members promoting their goods and service mainly to the builders to kick off Parade of Homes for the following year.

Thank You,
David Newham
Area 1 Associate

HBA of Howard Co. 50/50 Drawing for PAC/Scholarship

- 1) **Association:** HBA of Howard County
- 2) **Members:** 158
- 3) **Program/Event:** 50/50 Drawing for PAC/Scholarship
- 4) **Time and date of event:** Monthly at GMM.
- 5) **How many times have you had this event:** forever
- 6) **How many meetings and volunteers need to successfully plan event?** 1 person to sell raffle tickets
- 7) **What made your event a success, and would you change anything to make it better?** tradition
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Not really.
- 9) **Give a brief description of the event:** Get someone “good” to sell the raffle tickets every month at the General Membership Meetings.

Thank You,
David Newham
Area 1 Associate

HBA of Howard Co. Casino Night

- 1) **Association:** HBA of Howard County
- 2) **Members:** 158
- 3) **Program/Event:** Casino Night
- 4) **Time and date of event:** Sept. - Associate Appreciation
- 5) **How many times have you had this event:** once
- 6) **How many meetings and volunteers need to successfully plan event?** two
- 7) **What made your event a success, and would you change anything to make it better? Good dealers are a must?** We have dealers and Vegas-style tables from Indianapolis.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Texas hold 'em, blackjack, roulette, craps - very fun and relaxing night. Good networking. Non-moneymaker.....just fun!

Thank You,
David Newham
Area 1 Associate

HBA of Howard Co. Golf Outing

- 1) **Association:** HBA of Howard County
- 2) **Members:** 158
- 3) **Program/Event:** Golf Outing
- 4) **Time and date of event:** 4th Wed in Aug
- 5) **How many times have you had this event:** 10+ years
- 6) **How many meetings and volunteers need to successfully plan event?** 2 or 3 meetings; 4 volunteers.
- 7) **What made your event a success, and would you change anything to make it better?** Hole sponsors, door prizes, and good food.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Annual golf outing - big PAC fundraiser.

Thank You,
David Newham
Area 1 Associate

HBA of Howard Co. Home and Patio Expo

- 1) **Association:** HBA of Howard County
- 2) **Members:** 158
- 3) **Program/Event:** Home and Patio Expo
- 4) **Time and date of event:** 2nd weekend in Feb. show hours: (set up on Fri), Sat- 10am-5pm; Sun- noon-5pm
- 5) **How many times have you had this event:** 4
- 6) **How many meetings and volunteers need to successfully plan event?** Meet one time a month Aug, Sept, Oct, Nov, Dec and weekly in Jan; 6-7 volunteers.
- 7) **What made your event a success, and would you change anything to make it better?** Keep all vendors in “home” industry - not a craft show; charge \$3 per person admission - sell approx 140 booths.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Annual home show attracts over 2000 people - 2nd biggest money maker. All vendors deal in some aspect of your home...your biggest investment.

Thank You,
David Newham
Area 1 Associate

HBA of Howard Co. Parade of Homes

- 1) **Association:** HBA of Howard County
- 2) **Members:** 158
- 3) **Program/Event:** Parade of Homes
- 4) **Time and date of event:** June 2nd, 3rd, and 4th Sundays (1-4pm)
- 5) **How many times have you had this event:** 35+ years
- 6) **How many meetings and volunteers need to successfully plan event?** Meet 1 time a month in Jan, Feb, Mar; 2 times a month in Apr; weekly in May.....6 volunteers.
- 7) **What made your event a success, and would you change anything to make it better?** changed our magazine layout, distribution 2 years ago. Also changed from a non-paid to paid book (\$5) which contains 1 adult ticket.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Annual Parade of Homes - scattered site - average 15 homes in Parade.

Thank You,
David Newham
Area 1 Associate

Henry Co. Coats for Kids

- 1) **Association:** Henry Co. Home Builders
- 2) **Members:** ?
- 3) **Program/Event:** Coats for Kids
- 4) **Time and date of event:** early Nov. delivery of approximately 40 coats and gloves
- 5) **How many times have you had this event:** 2 years (started 2004)
- 6) **How many meetings and volunteers need to successfully plan event?** Reg. meetings (HCHB meeting) 1-2 volunteers
- 7) **What made your event a success, and would you change anything to make it better?** The generosity of members.....Rural King - very willing participant
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Picture from the local paper.
- 9) **Give a brief description of the event:** We have taken donations each month from members - 50/50 donations and business checks from members.

Thank You,
David Newham
Area 1 Associate

Monroe Co. BA Bowling Tournament

- 1) **Association:** Monroe Co. Building Assn.
- 2) **Members:** 125
- 3) **Program/Event:** Bowling Tournament
- 4) **Time and date of event:** mid-Feb on a Sat when IU not playing 12-6 pm
- 5) **How many times have you had this event:** 5
- 6) **How many meetings and volunteers need to successfully plan event?** 2-4 people with approx. 10 meetings. Lots of phone work.
- 7) **What made your event a success, and would you change anything to make it better?** Not as successful in past years due to low committee involvement.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Forms only.
- 9) **Give a brief description of the event:** 30 teams compete in event for prizes.

Thank You,
David Newham
Area 1 Associate

Monroe Co. BA Golf Scramble

- 1) **Association:** Monroe Co. Building Assn.
- 2) **Members:** 125
- 3) **Program/Event:** Golf Scramble
- 4) **Time and date of event:** mid-Sept. usually a Thursday 12-6 pm
- 5) **How many times have you had this event:** several
- 6) **How many meetings and volunteers need to successfully plan event?** 5-10 volunteers help. 10-15 meetings beginning in May.
- 7) **What made your event a success, and would you change anything to make it better?** the people always make it a success. Pre-planning, getting new members involved, and a great, active committee.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** I have copies of forms....etc.
- 9) **Give a brief description of the event:** 30-36 teams, consisting of 4 individuals, compete for top prizes in flighted golf scramble. Dinner is served after the scramble and prizes awarded.

Thank You,
David Newham
Area 1 Associate

Monroe Co. BA Home Show

- 1) **Association:** Monroe Co. Building Assn.
- 2) **Members:** 125
- 3) **Program/Event:** Home Show
- 4) **Time and date of event:** Jan 29-30, 2005 10-7 and 12-5 usually last weekend in January
- 5) **How many times have you had this event:** many
- 6) **How many meetings and volunteers need to successfully plan event?** Meetings begin Aug. - monthly until Nov., then every other week to weekly. 5-10 needed.
- 7) **What made your event a success, and would you change anything to make it better?** The people involved make it a success along with more advertising \$ to get the word out.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** I would talk to individuals if they have specific questions.
- 9) **Give a brief description of the event:** Exhibitors showcase new products and/or services for the public to see and interact with.

Thank You,
David Newham
Area 1 Associate

Monroe Co. BA Parade of Homes

- 1) **Association:** Monroe Co. Building Assn.
- 2) **Members:** 125
- 3) **Program/Event:** Parade of Homes
- 4) **Time and date of event:** First two weekends in June....times vary by day
- 5) **How many times have you had this event:** 15
- 6) **How many meetings and volunteers need to successfully plan event?** 5-10 people, 15-20 meetings, and lots and lots of phone work.
- 7) **What made your event a success, and would you change anything to make it better?** Advertising, pre-sale of tickets, and huge marketing.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes, there is some available.
- 9) **Give a brief description of the event:** MCBA member builders enter homes into parade which allow public to tour. Prizes are awarded to builders for various amenities which are judged by independent judges.

Thank You,
David Newham
Area 1 Associate

Porter Co. BA Golf Outing

- 1) **Association:** Porter County Builder's Assn.
- 2) **Members:** 341
- 3) **Program/Event:** Golf Outing
- 4) **Time and date of event:** June 12th
- 5) **How many times have you had this event:** approx. 15
- 6) **How many meetings and volunteers need to successfully plan event?** We have about 6 meetings with committees to get sponsorships and prizes.
- 7) **What made your event a success, and would you change anything to make it better?** Team effort, good organization from our chairman and co-chair, and volunteers/ extensive advertising campaign.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Annual golf outing at one of our up-scale golf courses. Lunch is served at 10:30, tee off at noon, and a nice steak dinner to follow. Awards and prizes given at dinner.

Thank You,
David Newham
Area 1 Associate

Porter Co. Home & Garden Show

- 1) **Association:** Porter County Builder's Assn.
- 2) **Members:** 341
- 3) **Program/Event:** Home and Garden Show
- 4) **Time and date of event:** March 3-6
- 5) **How many times have you had this event:** 28
- 6) **How many meetings and volunteers need to successfully plan event?** 20 meetings w/ 15 committee people
- 7) **What made your event a success, and would you change anything to make it better?** The dedication of the committee people. The quality of the booths the exhibitors put together. Get as many garden-related booths in exhibit as possible.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** A four day Home and Garden Show. Hours: 9-9 - Thurs, Fri, Sat...9-5 - Sun. Show has over 200 booths, 120 exhibitions, and all members of local association.

Thank You,
David Newham
Area 1 Associate

Wayne Co. Builders Spec Home

- 1) **Association:** Wayne Co. Builders
- 2) **Members:** 74
- 3) **Program/Event:** Spec Home
- 4) **Time and date of event:** Started house on May 1, 2004.....sold house on Dec 1, 2004
- 5) **How many times have you had this event:** 1
- 6) **How many meetings and volunteers need to successfully plan event?** 5 committee meetings of 5 people - asked supplies and sub for 5% to 10% reduced price
- 7) **What made your event a success, and would you change anything to make it better?** Great location, good plan, and suppliers and subs performed very well.
Better ads to promote Builder's Assn. their home.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Started home in May. Erected a sign with list of suppliers and subs at the halfway point; had a realtor walk through at finish and invited all realty comp. Sold home at some what of a reduced price.

Thank You,
David Newham
Area 1 Associate

Wayne Co. BA Barkers Brickyard

- 1) **Association:** Wayne Co. Builders Assoc.
- 2) **Members:** ?
- 3) **Program/Event:** Barkers Brickyard
- 4) **Time and date of event:** 2 years - April meeting
- 5) **How many times have you had this event:** twice
- 6) **How many meetings and volunteers need to successfully plan event?** Our own staff - 5-6 people
- 7) **What made your event a success, and would you change anything to make it better?** Just a lot of fun...brings in some people who don't attend often.
- 8) **Do you have event information you could e-mail or fax to other associations if they need help?** Yes
- 9) **Give a brief description of the event:** Use "cars" made from actual bricks w/ "skate"-type wheels. Raced on a pinewood-derby track. 2nd year - people decorated their cars to specially represent their business. Ran series of heats to determine winner. We gave small trophy and prizes to winners. We had various lubricants and sprays in our "pit" area, but racers couldn't modify cars - such as adding weight. Event took about 30-40 minutes to run during our pre-dinner social hour.

Thank You,
David Newham
Area 1 Associate