**2013 Event Worksheet**

EVENT NAME EVENT DATE

ORGANIZATION OR BUSINESS ORGANIZING EVENT

CONTACT NAME CELL NUMBER

WORK NUMBER HOME NUMBER

EMAIL ADDRESS

MAILING ADDRESS

ALTERNATE CONTACT NAME CELL NUMBER

EMAIL ADDRESS

Event Timeline: Event Specifics:

1. SET UP 5. ESTIMATED NUMBER OF SHOOTERS
2. REGISTRATION BEGINS 6. 50 OR 100 TARGET ROUNDS
3. SAFETY MEETING MEALTIME
4. SHOOTING BEGINS CATERER

Explanations:

1. SET UP is the time you would like to set up for your Event. Please allow enough time to put up any banners and/or sponsor signs, organize prizes and awards and arrange registration table before shooters arrive for registration.
2. REGISTRATION BEGINS is the time you would like shooters to arrive to begin the registration process. The rules must be read and a waiver signed by everyone, even non-shooters.
3. The SAFETY MEETING must be attended by all participants. It will be held 30 minutes before shooting begins. This allows time for shooters to arrive on their assigned station and a Safety Officer to check with each squad before the power is turned on to the Course. Silverleaf provides a Safety Officer to conduct the Safety Meeting. Please allow enough time for registration to be completed before the scheduled Safety Meeting.
4. SHOOTING BEGINS is the time actual shooting begins.
5. Please estimate the number of shooters. Keep Silverleaf management apprised of the number as participants sign up. This determines the number of staff hired for the Event and the number of stations, courses and rotations used.
6. Events are held on a Sporting Clays Course and each shooter may shoot either 50 or 100 targets. Please keep in mind your potential participant experience level. For most casual shooters 50 targets are plenty.

Cost:

50 Target Events .60 per target

100 Target Events .50 per target

$2000.00 Targets Minimum

Please note Silverleaf utilizes the LongRange Key System. Keys record the number of targets thrown to determine the total due. Balance is due at conclusion of shooting day of Event.

Pavilion Rental $250.00

A $500.00 deposit and completed Worksheet is required to hold the date and time of your Event. If the Event organizer cancels with 30 day written notice Silverleaf will refund 50% of the deposit.

Miscellaneous:

At registration ask shooters to be ready to shoot before the safety meeting begins (shotguns, shells, eye and ear protection etc. ready). This expedites getting everyone to their assigned station.

Silverleaf management will determine the number of Stations, Courses and Rotations dependent on the actual number of participants.

Events are held on Wednesdays, Thursdays or Fridays. Other days may be available.

No alcoholic beverages are allowed on Silverleaf property.

More than one Event may be scheduled therefore it is imperative your Event begin on time.

The majority of Events do not have pullers or referees. The shooters pull and score for each other. If you choose to have pullers and/or referees or judges they must attend an Orientation conducted by Silverleaf Staff. This meeting is typically 30 minutes before the Safety Meeting.

If a shooter misses the Safety Meeting they will not be allowed to shoot.

No one may drive behind the Clubhouse without checking with Silverleaf management first.

On the Event Flier or Invitation please advise participants of the following:

Eye and Ear Protection is Mandatory

Shotguns must be open and empty until in the stand ready to shoot

Ammunition shot size must be 7 ½, 8 or 9 and not over 1 1/8 ounces

Carry shotguns with the muzzle either pointed up or down.

Silverleaf Contact Information:

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