

# Saugatuck-Douglas Historical Society Project Proposal

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**Submission Date:** April 4, 2009

**Projects Titles:** Annual Members Museum Reception and  
Business, Tourism and Community Leaders Museum Reception

**Project Leader(s):** Members Reception: Dottie Lyon, Judy Oberholzer and Jim Schmiechen  
Tourism Leaders Reception: Bill Hess, Mike Mattern and Jim Schmiechen

**Project Date:** Members Reception: Saturday, May 23, 2009  
Tourism Leaders Reception: Wednesday, May 27, 2009

**Brief Project Description:** Members Reception: Annual preview of Museum's exhibit for SDHS members.

Tourism Leaders Reception: Reception for SABA members and their employees, Information Booth volunteers, CVB staff and City and Township staff and elected officials. The purpose of the reception is to introduce the museum and the 2009 exhibition to these individuals who have direct contact with area visitors. The goal is to increase Museum attendance.

## BUDGET SUMMARY

**Total Revenues:** No revenue

**Total Expenses** \$750 for each event.

**Brief Description of Space/Facilities Needs:** Museum and grounds

**Brief Description of Equipment Needs:** See attached.

**Brief Description Of Other Needs:** See attached.

**Names of Project Work Team (including staff, volunteers and duties** See attached.

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## 2009 Museum Receptions Overview

<b>Event Name:</b>	Annual Members' Museum Reception	Business and Visitor Leaders Reception
<b>Invitees:</b>	SDHS members and Guests	<ul style="list-style-type: none"> <li>- SABA members and their employees</li> <li>- Information Booth</li> <li style="padding-left: 20px;">Volunteers</li> <li>- CVB Staff</li> <li>- City and Township Staff</li> <li style="padding-left: 20px;">And Elected Officials</li> </ul>
<b>Theme:</b>	Summertime	Summertime
<b>Leader(s):</b>	Dottie Lyon, Judy Oberholzer and Jim Schmiechen	Mike Mattern, Bill Hess, and Jim Schmiechen
<b>Date and Time:</b>	Saturday, May 23rd 5:30 – 7:30 PM	Wednesday, May 27th 5:30 – 7:30 PM
<b>Advertising:</b>	<ul style="list-style-type: none"> <li>- Postcard to Members</li> <li>- Article in Newsletter</li> <li>- E-mail reminder</li> </ul>	<ul style="list-style-type: none"> <li>- "Save the Date" handout at SABA Spring Kick-off 5/14)</li> <li>- E-mail reminder to SABA members</li> <li>- Postcard to other invitees</li> </ul>
<b>Equipment/Decor Needs:</b>	<ul style="list-style-type: none"> <li>- Tent for patio</li> <li>- Tables for food/drink/ices, etc.</li> <li>- PA system</li> <li>- Door prizes and drawing supplies</li> <li>- Picnic theme tablecloths, napkins, serving and display items (picnic hampers, gingham table cloths, coolers, etc.)</li> <li>- Lifeguard stand</li> <li>- Name badges for SHDS Board</li> </ul>	Same as Members Reception
<b>Food/Drink</b>	<ul style="list-style-type: none"> <li>- Wine/lemonade (purchased)</li> <li>- Appetizers ((purchased)</li> </ul>	Same as Members Reception
<b>Volunteer Needs:</b>	<ul style="list-style-type: none"> <li>- Purchase drinks</li> <li>- Purchase food</li> <li>- Obtain door prizes</li> <li>- Purchase plates, glasses &amp; napkins</li> <li>- Set-up equipment/decorate</li> <li>- Serve wine &amp; replenish appetizers</li> <li>- Board members "circulate"</li> <li>- Obtain door prizes</li> <li>- Greeters</li> <li>- Clean-up</li> </ul>	Same as Members' Reception

<b>Layout/Set-up:</b>	Same as prior years' receptions.	Same as Members Reception
<b>Program for Evening:</b>	<ul style="list-style-type: none"> <li>- Greet, provide attendee with door prize entry</li> <li>- Door prize drawings at 6:00 6:30, 7:00 and 7:30 PM (must be present to win)</li> <li>- Introductions and welcome by Schmiechen, others</li> </ul>	<p>Same as members Reception</p> <p>Same as members Reception</p> <p>Same as members Reception</p>
<b>Door Prizes:</b>	<ul style="list-style-type: none"> <li>- Tickets for local summertime events: Star of Saugatuck, Duck, Oval Beach pass, etc.</li> </ul> <p>(Oval Beach Pass obtained)</p>	<ul style="list-style-type: none"> <li>- SDHS publications</li> <li>- Museum T-shirts</li> </ul>
<b>Take-Aways:</b>	<ul style="list-style-type: none"> <li>- ??</li> </ul>	<ul style="list-style-type: none"> <li>- Posters</li> <li>- Rack cards</li> </ul>

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