

SERA Cave Carnival

EVENT GUIDE

Courtesy of
The Southeastern Regional Association
<http://www.caves.org/region/sera>



Introduction

The purpose of this document is to provide a helpful guide in the preparation and hosting of The SERA Cave Carnival Event. Much of the content of this guide has been compiled from the experiences of previous Cave Carnival organizers such as Lee Trowbridge, recent event observations, online event resources, the input of the 2003 SERA Supporting Staff, Lynn Roebuck, Brian Roebuck and Jim Wilbanks as well as the input of many regional cavers and the SERA Constitution, Bylaws and Acts. Thanks go out to everyone who made contributions to this guide. It is hoped that this guide will be useful to prospective organizations and will aid them when planning and hosting The SERA Cave Carnival.

Included herein is a general guideline to give the hosting grotto an idea of what may be needed to host The SERA Cave Carnival. Of course, it is not the only way that The SERA Cave Carnival can be done but will give your organization a guide to get started. Your organization will bring its' own distinctiveness, creativity and style to the event which will ensure the success of your SERA Cave Carnival. We hope your organization has one of the most memorable SERA Cave Carnival's ever!

If your organization is considering hosting The SERA Cave Carnival the first thing to do is look at the SERA, Right of Refusal List on the SERA website <http://www.caves.org/region/sera/>. If your organization is near the top of the list contact the current SERA Executives, unless you have already been contacted. When your grotto had decided to host The SERA Cave Carnival begin organizing your team as far in advance as possible. You will find the best time is at the early stages of planning. This will give you time to carry out your assessments and obtain specialist advice where necessary.

Organization

It is strongly suggested that you subdivide responsibility for the tasks necessary to put on the event into a variety of committees. This allows each committee to focus on their task and take responsibility of their part of the event. This document contains suggested committee's, responsibilities, activities and suggestions. For a successful SERA the suggested committees are as follows:

Suggested SERA Cave Carnival Committees

- SERA Cave Carnival Chairperson
- Campground Site Selection Committee
- Finance Committee
- Publicity Committee
- Publications Committee
- Registration Committee
- Security/Safety Committee
- Campground Facility Committee
- Events Committee
- Vendor Committee
- Cave Trips & Cave Information Committee

Organization continued....

In general, all tasks that are identified should be assigned to one or sometimes more than one committee. The Committee Chairpersons and/or SERA Cave Carnival Chairperson should recruit people as needed to carry out these tasks. The cooperation and team effort of many members from the hosting organization as well as help from caving friends outside the host grotto will be necessary to put on a successful event. Please do not overlook friends and relatives who are not cavers to help with some tasks.

SERA Cave Carnival Chairperson

Responsibilities:

- Main contact/point person for the entire event
- Establish organization plan and recruit committee chairpersons
- Establish time line for The Cave Carnival preparation
- See that preparation progresses satisfactorily
- Make sure inter-committee activities are coordinated
- Point of contact to make updates/reports to the Executives of SERA
- Announces total number of attendee's, Saturday night at Event
- Hosts of The SERA Cave Carnival will provide the SERA secretary/treasurer a report of the event after its conclusion. This report will include:
 - A written general overview of the event including total attendance
 - A copy of all the printed material including the guidebook for archival purposes
 - A copy of the final budget

Suggestions:

Establish a planning time line.

Staffing - Often the host organization will have a few main people with committee responsibilities and a volunteer staff list of labor to draw from as needs arise. Individual Committee Chairpersons and/or the Cave Carnival Chairperson assign the labor as needed.

Some committees may need a "to do" roster for continuously manned activities (registration; security; events), while others need to be more responsive to evolving needs and should recruit more volunteer staff when needs arise.

Some committees (*publicity, publications, etc*) may have their committee obligations completed before the event and should be able to assist other committee's during the event.

When and where to hold the event:

When you hold the event may well be dictated by when and/or where you can get a good site. The SERA Cave Carnival is normally a summer event (May-July), but in recent years it also has been held in late spring (April-May) because many good sites are booked throughout the normal summer vacation and camp season. Please make note that conflicting caving events held in close time proximity reduces attendance so does lack of

Organization continued....

an adequate site. Proper planning, organization and this guide will help you overcome many obstacles. Previous host organizations have used existing campgrounds, state parks, KOA's, Scout camps, 4-H Camps, farmer's fields, and other large remote areas to hold their SERA Cave Carnival.

Please remember to keep the SERA Executive Committee in the loop on how the event is progressing. They are willing to help your organization and often can be of assistance helping to solve problems or to overcome obstacles.

Campground Site Selection Committee

Responsibilities:

- Find possible locations
- Evaluate suitability
- Select location
- Make final arrangements

Suggestions:

Find possible locations: Select General Area

- Proximity to host organizations location
- Proximity to good caves
- Check if recent carnivals or events been held nearby to curtail overuse of caves
- If not located in local organizations area-have nearby organizations been contacted
- Sites (*suitable campground*)

Evaluate suitability of sites

Layout

- Capacity
- Adequate area for camping
- Places for trailers or campers? If not, publicize the lack.
- Site security - boundaries such that entrance/exit can be controlled
- Suitable location for vendors (see Guide to Vendors Row)
- Suitable areas for additional port-a-johns
- Suitable Showers and Facilities

Infrastructure

- Power (*at a minimum, for vendors*)
- Potable Water
- Showers (*not a necessity but appreciated*)(*no showers mean some will not attend*)
- Stage / amphitheater
- Swimming (*optional*)
- Vertical Contest Site
- Squeeze Box Site (*optional*)

Campground Site Selection Committee continued....

- Hot Tub Site *(optional)*
- Door prize drawing site
- Munchie Stand Site
- RV Sites *(optional)*

Site Cost and Availability *(Payment arrangements may influence your selection)*

- Site Deposit *(to hold the site, has to be paid in advance of the event)*
- Per event cost or per attendee cost

Final selection: Get input from Chairperson, Chairperson of each committee and SERA Executive Committee, etc. Make final arrangements with site owner.

Finance Committee

Responsibilities:

- Establish Budget
- Establish (or coordinate) prices
- Attend to the Treasury for event

Suggestions:

Provisional budget for event

- Estimated Attendance *(high estimate /low estimate)*
 - *(Large SERA 600- 800, Medium SERA 400-600, Small SERA 200-400)*
- Estimated cash flow *(when does money come in; when must it be paid out)*
- Loans *(SERA can loan a small amount of cash and often other grottos or organizations may also provide loans for the event)*

Treasurer for event

- Keep accounts of income/expenses
- Collect revenues at event and make deposits
- Pay the bills
- Define "allowable expenses" for SERA staff
- Send a report and the SERA Tax to the SERA Executive Committee

Establish prices *(in cooperation with the affected committees)*

- Preregistered attendance
- At gate registration
- Early camping
- Different price for non-NSS members
- Children's attendance rates and age
- Day pass price
- Pets *(if allowed, in assigned area, etc)*
- RVs, Indoor Accommodations, Meals, etc

Finance Committee continued....

- Guidebooks
- T-shirts
- Vendors sites / registration (size / power / other) (*see vendors section*)
- Price for advertising in guidebook (*check print costs in advance!*)
- Non Profit Vendor sites/registration (*NSS, SCCI, etc*)

Set a policy on staff cost for attendance (*sometimes the host Grotto allows a reduced admission to those who essentially “work full time” at the event and sometimes not*)

Costs - Examples:

- Site rental (*major cost*)
- Guidebook publication (*major cost*)
- T-shirts (*major cost*)
- SERA Tax (*Currently \$1 per attendee, paid to SERA after event*)
- Site preparation
- Security (*if hiring police etc*) (*optional*)
- Port-a-johns
- Ice vending
- Munchie Stand supplies
- Site maintenance
- Band
- Prizes
- Mailings (*labels/copy/postage/advertisements*)
- Registration materials
- Event Insurance (*optional*)(*an activities waiver may be more cost effective*)

Publicity Committee

Responsibilities:

Publicize the event to all prospective attendees and vendors.

Suggestions:

Announcements

- Develop a press release as basis for various announcements below
- Email to TAG-NET often and other online lists IFO, Cavers Digest, etc
- Email/mail release to SERA Chairperson for SERA Executives
- Send Post to NSS News (*Ads publish about 3 months after being sent in*)
- Publicity Package for the SERA Winter Business Meeting (*handouts, a slide show, presentation or video*)
- Ads in other Caving publications
- Announcement flyers or handouts for attendees at TAG, SERA Winter Business Meeting, and other events. (*larger SERA Cave Carnivals had preregistration at TAG*)

Publicity Committee continued....

Website

- Publicity web site for the event
- Send your web page "link" to SERA Executives, the NSS, Tag-Net, etc
- Registration form (*a downloadable form is a convenience for attendee's*)
- Campground Map and directions to the site
- Munchie Stand menus and details (*optional but considerate*)
- Available facilities and amenities
- Mailings or E-mail to prospective vendors (in cooperation with Vendor Committee)

Suggestions:

Preregistration web site material for prospective attendees may include:

- Cover page with site location and details, event date, etc
- Directions to location and map
- Campground map with details and amenities
- Food availability and details of munchie stand (*optional, publicize the lack*)
- Photos of campground
- Downloadable Preregistration form
- Vendor Registration form
- Provide a waiver on the web site to be used by minors who plan to attend the event for parental consent
- Preview of T-Shirt
- Munchie Stand Menu or details

Publications Committee

Responsibilities:

Major event publications:

- T-shirt
- Guidebook

Suggestions:

- Decide on a Theme for your SERA Cave Carnival
- Logo (*for registration forms, badges, etc*)

T-Shirts:

Design

- Solicit design from grotto or other artists and select the best design
- Identifying Staff T-shirts (*optional*)

Logistics for the T-shirt order

- Estimate of numbers needed

Publications Committee continued....

- Get T-shirt Vendor Bids
- Establish Pricing
- Order T-shirts
- Pickup & deliver to Registration Site at the event

T-Shirt Designers:

David Robison, Cave Rags, Snellville, GA 770 978-1051

Mark Dunnivant, B's Tee's, Columbia, TN 877-381-5968
<http://www.beestees.com>

NOTE: *Past Cave Carnival hosts report that small T-shirts do not sell well but add it as an option on the preregistration form for smaller people. Light colored short-sleeved shirts may be preferred. It is also suggested that it is best to have two different background colors (light and dark) to sell. Staff shirts are optional.*

Guidebook:

Determine layout of your guidebook.

- Get a prospective list of featured caves (*Cave Trip and Information Committee*).
- Establish your philosophy on weather giving directions to the caves or not.
- Obtain maps, descriptions, and directions (*Cave Trip and Information Committee*).
- List closed or open status of featured caves.

Other features of guidebook

- Articles (*history, cave projects, exploration etc*)
- SERA information (*award criteria, executives, etc*)
- Closed Cave List (*if not included in registration packet*)
- Bat Cave List (*if not included in registration packet*)
- Credits (*committee's, extra help, photographers, etc*)
- Advertisements from supporters

Advertisements in guidebook

- Determine customary price (*make sure you at least break even on ad pricing!*)
- Contact vendors and other interested people for ads
- Some donors of prizes may expect a free ad or other publicity consideration

Prepare Manuscript

Guidebooks can be laid out informally using normal PC software (*Wordperfect and Word*) and later put in final publication form. Professionals can usually put it in a publishing software format compatible with the printing company's equipment.

Publications Committee continued....

Determine numbers you need and an acceptable cost and price. (*There is a vast range of quality and cost. Seek information and educate yourself about publication if you do not know the particulars.*)

Guidebook Publisher's:

Jim Whidby, Byrons Graphics, Knoxville, TN (865) 982-7261

Tim White, Huntsville, AL

Distribution

Pickup Guidebooks and distribute to Registration Committee

Registration Committee

Responsibilities:

- Preregistration
- Registration at the Event
- Record of number of attendees (*Total Attendance has to be given to SERA Executives*)

Preregistration preparation

Get needed information from other committees - *directions, maps, rules, prices, logo, T-shirt image, estimated number of attendees*

Develop pre-registration form and put it up on your publicity website (a downloadable form) when finalized.

Mailings to potential attendees

Decide who is your target audience for mailings

- All NSS members, grotto's survey's and caving clubs in the SERA region
- Send several applications to each grotto or I/O in adjacent states, Southern Ohio, Indiana, Kentucky, etc

Make up a mailing list using the NSS office to provide:

- A computer file of the membership list of your region, (*maybe for free*)
- Labels for these names in bulk mailing order for a small fee
- A computer file with grotto names, locations and addresses

Reproduce and send mailings

- Determine bulk mailing rules from USPS (*if necessary*)

Registration Committee continued....

- Office service and supply centers may reproduce label and mail the lot for you for a modest fee
- Mailings should go out at least 3 months prior to the event.
(Too soon and people forget about it, too late and they've made plans or may not get the word)
- Deadline for preregistration should be about 3 weeks prior to the event

Receiving preregistration materials

Create a database of attendee's who preregister

- Used to estimate attendance *(usually about half of the attendees pre-register more if you provide online pre-registration)*
- Used for making registration package envelopes

Some suggestions:

- Keep the forms in an alphabetized binder or file.
- Record the check information on the back of the form so there is a record of the payment.
- Deposit checks promptly *(at least until cash flow is not a problem)*
- Rent a P.O. Box for 6 months if your organization does not want to use someone's home address on the forms

Registration Materials Preparation *(Have a registration packet stuffing party two or three weeks before the event.)(Or assemble the registration packets as registrations are received)*

Assemble registration packets

- Make sure you have everything that goes in the packet and enough boxes to put them in after they are filled
- Make up packets before hand *(preregistration packets may be assembled/labeled in advance of the event) (on site registration packets may be assembled as needed)*
- Have labels on the preregistered packets in alphabetical order before you begin to fill the packet and indicate on the label the extra items needed or that packet *(badges for children, meal tickets, or extra guidebooks)*

Suggested Contents of registration package

- Parking sticker(s)
- Badge(s)
- Guidebook
- Site map
- Things To Know aka Rules
- Closed caves list *(if not included in guidebook)*
- Bat caves list *(if not included in guidebook)*
- Garbage bag

Registration Committee continued....

- Ads (*some charities or vendors may provide you inserts*)
- Activities Schedule
- Munchie Stand Menu

Registration at the event

Staffing

- Have a core staff coverage preplanned, adding staff as the traffic demands
- Make sure at shift change the new crew know the proper procedures

Layout

- It is best to have the site for registration in front of the entrance gate
- Lay out registration for efficient distribution of materials
- If activity waivers are used have these filled out at registration. Forms (*registration, activities waiver, etc*) should be filled out by the attendee at the registration site.
- Ample parking for attendees at registration.
- A supply of pens, pencils, markers, tape, staples, etc

Suggested Procedures

- Develop and write down registration procedure and tape to table (no matter how simple or obvious it may seem)
- Make sure there is at least one person on each shift who knows the registration processes
- Keep a running account of money collected and start each shift with the same amount of money

Additional suggestions:

- A Lost and Found location would be a plus
- A campground layout map and general information Bulletin Board with pen is usually located near Registration
- It is handy to have a PC on site (*to print additional forms, packets, etc*)
- Registration data base on site
- Ability to make signs on site
- Cave information data (*to print additional directions, forms, etc*)
- Look for supplies as soon as possible to take advantage of sales.

Security / Safety Committee

Responsibilities:

- Attendance control
- Communications
- First Aid

Security / Safety Committee continued....

- Rescue readiness

Suggestions:

Establish attendance control

- Site layout and boundaries
- One Main Entrance (*Primarily to keep out locals and non-cavers*)
- A Greeter should be at the Entrance Gate at all times
- Patrol Boundaries, Site and Off-Limits areas periodically
- Identification of attendees (badge? car stickers?)
- Hire a local policeman (*optional*)

Communications

- Need a radio at Registration, Gate, Event Headquarters, Security etc.
(*it is good to have Registration and Event Headquarters close to each other*)
- Security needs mobility (*two feet, cars, 4-wheelers, bikes, or golf carts*)
- Local Emergency phone number list and locations

First Aid

- Phone numbers in case of serious problems
- First Aid Booth with minimum supplies
- Medic on duty (*optional*)
- Radio
- Clear passage in and out of event should an ambulance be needed
- Map copies of a map to the closest emergency room to hand out

Rescue readiness

- Phone numbers of local official organizations
- Contact the nearest cave rescue squad early and alert them to the event

Campground Facility Committee

Responsibilities:

- Liaison and contact with Campsite owner
- Plan campground layout
- Designate, set up and maintain facilities
- Campground Signs
- Organize campground cleanup after the event

Suggestions:

Plan campground layout

- Define a central location for food, vendors, non-profits etc.

Campground Facility Committee continued....

- Munchie Stand (*provide it, contract to another organization or caterer or publicize the lack of a Munchie Stand on the web page and in guidebook*)
- Registration area
- Camping, parking, reserved areas for your staff and campground staff.
- Camping areas for attendees with vehicle access
- Locations for events (*with Events Committee*)
- Make Map of site
 - Small version, (8.5" X 11") for registration packets
 - Large version, posted at registration area as a "message board"
- Designate, set up and maintain facilities (*organize workdays as needed ahead of event as needed*)
- RV hookups - determine policy on distribution (*if necessary*)
- Gate security area
- Registration area (*work with Registration*)

Vendor area (see also "*The SERA Guide to Vendor's Row*")

- Layout area
- Provide adequate facilities for vendors
- Power- Need minimum of 20A / vendor, GFI protected;
Best if each vendor has his own circuit and breaker.
- Vehicle access for vendors to their sites
- Room for vendor's tent just behind his setup

Bathroom facilities

- Arrange port-a-johns if needed
- Check periodically; have port-a-john vendor clean out heavy use ones as needed.
- Keep in all bathrooms in toilet paper during the event
- Water availability
- Shower facilities

Stage/party location preparation

- Facilities as needed (*coordinate needs with "Events Committee"*)
- Power
- Sound system (*handy if band sets up in time for SERA staff to use their microphone system for announcements, door prizes, etc.*)

Define location for vertical contest and similar events (*coordinate needs with "Events"*)

- Vertical Contest
- Bonfire (*optional*)

Other services:

- Ice on site (*for a fee or contracted out*)
- Dumpsters

Signs - Road signs to SERA, signs on SERA site (*Put up and take down after the event*)

Campground Facility Committee continued....

Inclement weather preparedness

- Avoid putting critical items in potential flood location (vendors; bandstand; registration)
- Have ready access to straw or hay (*should muddy areas develop in critical locations*)
- Organize group cleanup afterward

Suggestions:

Facilities is a very large job – The Facility Committee needs to recruit many of grotto members to help, especially with set-up and takedown. It could be to your advantage to have an electrical professional etc available that would help with power arrangements for vendors and events.

Events Committee

Responsibilities:

Plan and Conduct Events at SERA

Suggestions:

Schedule for SERA

- When site opens for site preparation people
- When site opens for vendors (*they need about a half day to set up*)
- When site opens for attendees
No matter what you say some people will not read the rules and will want to come earlier. If at all possible, allow Thursday arrival or arrange pre-cave carnival camping with close grottos along the route to The SERA Cave Carnival. Paying for the site for an extra day may be a major money-losing proposition, and it may be hard to get facilities ready an additional day early.
- When it closes for attendees (*allow time for cleanup*)
- Schedule of Events (*provide schedule for registration packets*)

Events

- Determine what events to hold; make arrangements (*with Facility Committee, etc.*)
- Facilities needed
- Staffing the events (*or contract out*)
- For each event -set up, execute, take down (*do it or delegate it*)

Event Information Bulletin Board

- Post the Schedule of Events

Events Committee continued....

- Individual Event Information (*vertical contest rules, etc., band*)

Possible events suggestions:

Contest categories need to be flexible in case of high or low participation and not too numerous otherwise they may consume too many prizes.

- Climbing contests (*Generally Bill Cuddington, Sheldon Clutts or other prominent vertical people are recruited to run this contest (Contact 6 months ahead of the event)*)
- Squeeze box (*always popular*)
- Obstacle course (*sometimes well attended*)
- You will need electricity and a stage for bands and awards.
- Considerable effort goes into selecting bands (*auditioning bands or tapes*)
When making arrangements for a band, consider its longevity. It is quite possible for a band to break up between the time you arrange it and event time.
- Map Display (*optional*)
- Photography Display (*optional*)
- Bonfire (*very popular social area but optional*)
- Banquet or breakfast (*sometimes done by outside groups as a fund raiser*)
- Speaker (*not done often at events*) (*optional*)
- Open Slide Show (*optional*)
- Foot race (*usually not well-attended*) (*optional*)

Contest and Door Prize Awarding

Door prizes should be unisex items and should range between \$10 and \$100 (200 ft rope). If selected by Grotto, they should be selected by noon on Saturday. Procuring the prizes and allocating them to door and contest prizes is a fairly big job in the midst of the general chaos of all the events going on at SERA.

Consider advance planning on about how many items to buy and generally of what kind and from which vendor. This entails calling most of the vendors to find out what kind of goods they have. The vendors appreciate being announced as the "donor" of each prize.

Vendor Committee (*Also see The SERA Guide to Vendor's Row*)

Responsibilities:

- Main point of contact for vendors before and at the event
- Contact vendors with prices, location, date, etc.
- Vendor Registration

Vendor Committee continued....

Suggestions:

- Vendor Relations Chairman is main point of contact for vendors
- Obtain information for vendor contacts
- Contact vendors with prices, loc., date, etc.
 - Mail or E-mail (many prefer E-mail)
 - Prices will vary with site frontage (*need to decide in conjunction with Events Chairman, on site sizes and locations*)
- Vendor fee payment schemes (*there are many*)
 - Ask vendors if they want to donate or if they would like the amount for the door prize added in to the vendors' fee.
 - Ask vendors for cash or goods in that amount (donations for prizes). You may get more non-saleable merchandise this way.
 - Get a credit for purchases to be made. You get to pick what you buy. Again, these goods generally will be used for prizes and door prizes.

Note that vendors have many informal "helpers". Don't promise free admission to all helpers or you will lose paying attendees.

- Charity organizations
 - The NSS, SCCI, and possibly a few others will want to set up sites with the vendors.
- Obtain Registrations - and let Facility Committee know who has registered and how much space they need.
- Decide on an equitable "site allocation" method.
It's hard to pre-allocate specific locations sight unseen, but pre-registrants need to get something for prepaying.
- Assure adequate utilities (*with Facility Committee*)
 - power (each one needs at least 15A)
 - nearby bathrooms

Layout vendor sites

- Equitable visibility to all vendors
- There may be animosities among vendors (*some don't want to be next to others*)
- Central location – ideally vendors would like everyone to have to walk past their location to get around at SERA
- Site sizes:
 - a few want 50' footage (*one or two want 75'*)
 - many want about 30' frontage
 - some want 10', 15', or 20' frontage
- Rear vehicle access for vendors to their site
- Rear camping access for vendors
- "Stakeable" ground preferred (not pavement)
- Establish a clear "front line" for vendor sites (*otherwise some will creep into the "midway" for additional visibility, annoying other vendors*)

Vendor Committee continued....

Take registration material to vendors when they arrive, if possible.
Keep records of who paid and how payment was made.
Coordinate with whoever is buying / obtaining prizes so that vendors get proper credit for donations.

Cave Trips & Information Committee

Responsibilities:

- Locate and create a prospective list of featured caves
- Obtain maps, descriptions and directions to featured caves
- Determine which caves are closed or open for visitation
- Work with landowner concerning visitation during the event
- Obtain required permissions from landowners
- Flag trails to caves *(if needed)*
- Flag parking areas *(if needed)*
- Organize led trips and trip leaders
- Make and man a "Trip Board" and Cave information resources
- Promote Cave Clean-up projects as well as "leave no trace ethics" during led trips

Suggestions:

Decide on tentative list of featured caves

This will have to be modified as landowner contacts are made and permission is granted.

Obtain maps, descriptions, and directions:

- For guidebook
- For Cave Information booth

Your Organization will need to adopt a philosophy on cave directions *(controversial)*

- *Some think no directions should be published*
- *Others give directions with a coded starting point*
- *Some add directions in the guidebook*
- *Some issue single-cave directions at the event to those who ask*

Landowner relations

- Visit landowners of caves to be featured. *(Obtain permission and restrictions on visiting)*
- Create list of open caves; closed caves; restrictions *(List needed for either guidebook or registration packet)*

Cave Trips & Information Committee continued....

- Flag selected caves prior to event
- Arrange led trips (*You might get cavers from other grottos to lead trips*)
- Maintain "Trip board" of adequate size that is protected from the weather
- Establish a convenient meeting and leaving point for trips

Maintain Cave information resources table at the event

- Staff Cave Info area at key times
- Directions, maps
- Cave access or restriction information
- Release forms - handout generic release forms (*as requested by some landowners*) and one's specific to a particular cave
- Non-featured caves - have a copy of the local state cave survey pages for the nearby counties available to cavers attending (*not the "public"*) as a resource.
- Promote Cave Clean-up activities that may occur during the event. This is a great way to directly give back to caves and caving in the area!

Conclusion

This Guide has been compiled with hopes that it serves to help you and your organization host a successful SERA Cave Carnival. The task is large but by breaking it down into manageable parts most organizations can host a very fine SERA Cave Carnival, making a profit for their organization while contributing to the SERA treasury. While planning for your event make it a point to contact the SERA Executives for information, help, and guidance. It is also a good idea to keep them informed of your progress and overall plans while preparing for your event.

Submitted By: Lynn Roebuck 2003 SERA Chair

Attachments:

Sample Forms and information that may be modified and used for The SERA Cave Carnival

- **Sample: Planning Time Line**
- **Sample: Things To Know**
- **Sample: The SERA Cave Carnival Schedule**
- **Sample: The SERA Cave Carnival Activities Release**

S A M P L E

SERA Cave Carnival Planning Time Line

<u>TIME FRAME</u>	<u>ITEM</u>	<u>DETAILS</u>
ASAP	Location (First priority . Everything depends on the location!)	
SUMMER/FALL	Guidebook contents	Pick featured caves Sell Ads (100/75)
	Cave Info	Check featured caves, visit owner, obtain permission, record directions and descriptions (scouting continues thru winter)
	<u>T-Shirt Design</u> Choose theme, logo, Brochure design Web site	
WINTER	Preregistration packets Advertisements Entertainment arrangements	Produce Send out NSS News, Etc
SPRING	T-Shirt Order Guidebook Order SERA Winter Business Mtg. Workdays At Campground Other Preparations Led Cave Trips	Number/Size/Colors Give Presentation Signs, Equipment, etc Recruit Trip Leaders
WITHIN 1-3 WEEKS of EVENT	Flag Caves Registration packets	Labels, Badges, Car Stickers, Guidebooks, Rules/Info Sheets
EVENT SETUP	Post Road Signs Layout Site	Registration, Cave Info, Event Locations, Site Boundary Controls, Vendors' Row, Campground Maps, Port-A-Johns, Security, Munchie Stand, First Aid, etc
SERA CAVE CARNIVAL		
POST-EVENT	Site Clean Up Settle Event Financial Compile and Send SERA Reports	Overview of Event, Total Attendance, Budget, SERA Tax, Copy of all Printed Material

S A M P L E

Things to Know

Identification

Car Sticker ID's must be placed on the driver's side of the windshield. Name Tags should be worn and visible at all times during SERA. To receive door prizes you must have your Name Tag. When leaving the campground be sure to take your Name Tag with you.

Cave Visitation

Always obtain permission before visiting any caves not listed in Guidebook. Consult the TAG Closed and Restricted Caves List before planning a trip. Do not park vehicles so that they block driveways or roads. Be discrete when changing clothes. Leave gates as you found them. Pick up trash in or around the cave. Practice good caving ethics.

Bombs

Bombs are NOT allowed!

Children

Your children are your responsibility.

Pets

Your pets are your responsibility or no pets allowed.

Emergency

In case of minor emergencies visit the First Aid area. Dial 911 for major emergencies or visit the nearest ER.

Fires

Are allowed in designated areas only.

Trash

A trash bag is provided in your registration packet. Please leave your camping area clean and free of trash. When you break camp please take your trash to the central trash collection location.

S A M P L E

THE SERA CAVE CARNIVAL

Schedule of Events

Friday (Give Date)

8:00 a.m. Registration Open

9:00 a.m. Munchie Stand Opens

4:00 p.m.-10:00 p.m. Squeeze Box

Saturday (Give Date)

All Day - Led Cave Trips

9:00 a.m. – 4:00 p.m. Climbing Contest (*give location*)

10:00 a.m.- 4:00 p.m. Squeeze Box (*give location*)

11:00 a.m. – 4:00 p.m. Obstacle Course (*give location*)

5:00 p.m. Registration Closes

7:00 p.m. Awards, Door Prize (*give location*)

7:30 p.m. Band, Bonfire (*give location*)

Sunday (Give Date)

12:00 p.m. SERA Closes - (give details of where to put trash)

12:00 p.m. Site Clean Up

S A M P L E

THE SERA CAVE CARNIVAL ACTIVITY RELEASE FORM

I, _____, am aware that caving and rappelling and ascending ropes are hazardous activities due to loose rock, slippery surfaces, tight restrictions, flooded passages, and exposure to heights with no protection, and I am voluntarily participating in these activities with knowledge of the dangers involved, and hereby agree to accept any and all risks of injury or death.

Please Initial: _____ (Participant) _____ (Guardian)

In consideration of my being permitted to participated, observe, or help in any of the activities during THE SERA CAVE CARNIVAL, I agree that I WILL NOT SUE, or otherwise make any claim against, _____ Grotto of the National Speleological Society, or their officers, members, or helpers (Herein known as the GROTTTO) or THE SOUTHEASTERN REGIONAL ASSOCIATION of the National Speleological Society, or their officers, members, or helpers (Herein known as SERA) for injury or damage resulting from the negligence or other acts, however caused, by any person connected with the GROTTTO or SERA as a result of my participation in caving, rappelling, or ascending activities whether by direct participation or by observing or helping.

Please Initial: _____ (Participant) _____ (Guardian)

I also agree to release and discharge the GROTTTO or SERA and the owners and staff of the host facility, _____, from all actions, claims or demands, for myself, my family, my heirs or personal representatives, for any injury or damage arising out of, or resulting in any way from, my participation in any activities during The SERA CAVE CARNIVAL, including, but not limited to: obstacle course, squeeze box, vertical rope climbing contest, presentations, or bonfire/open camp fires; or my use of any of the equipment or facilities including but not limited to, the vertical/horizontal climbing wall, zip line, hiking trails, waterways,, watercrafts. The terms of this release shall also be binding on any other persons, or members of my family, including any minors who are accompanying me.

Please Initial: _____ (Participant) _____ (Guardian)

I declare to the GROTTTO and SERA that I am fully competent to engage in any of The SERA CAVE CARNIVAL activities as I may choose and I further agree that the GROTTTO or SERA may fully rely on this declaration without any duty to investigate my competence.

Please Initial: _____ (Participant) _____ (Guardian)

I am also over the age of eighteen years of age/or my legal guardian has also read, initialed and signed this release below my signature. I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself, the GROTTTO, or SERA and I sign it of my own free will with full intent to assume all risks of injury or death.

Date: _____ Signature: _____
(Participant)

Required if the participant is under the age of eighteen years.

I am the parent and/or legal guardian of the above minor participant. I have read the above release, have affixed my initials thereto, and fully understand its contents. I am aware this is a release of liability and a contract between myself, the GROTTTO or SERA and I hereby consent to the above named minor's participation in all activities that the minor may engage, and hereby also agree to be bound and held by the terms of this release.

Date: _____ Signature: _____
(Parent and/or Legal Guardian)

Witnessed and accepted for _____ GROTTTO

By: _____

Additions and Revisions to The SERA Cave Carnival Event Guide

Date:

Contributor:

Additions: