

State Chapter Handbook



Revised June 2014

TABLE OF CONTENTS

Section 1	Philosophy	
	Purpose and Goal	3
	Mission of the National Wrestling Hall of Fame and Museum	3
Section 2	Organizational Structure	
	Organizational Chart	4
	State Chapter Advisory Board	4
	State Chapter Board Responsibilities	5
	State Chapter Financial Responsibilities	5
	2011 Budget Plan	6
	End of Year Statement	7
	Letter of Agreement	9
Section 3	Nominating/Selection Procedures	
	Nomination Process	10
	Criteria for State Awards	11
	Official Nomination Forms	12
	Ballot Instructions	15
	Official Ballot	16
Section 4	Banquet Events	
	Timeline of Events Leading up to the Banquet	17
	Banquet Format	19
	Post Banquet Responsibilities	20
	Banquet Publicity	21
Section 5	Meeting Your Financial Goals	24
Section 6	Events Involving State Chapters	25

Purpose and Goals

The State Chapter Program is designed to extend the mission of the National Wrestling Hall of Fame and Museum throughout each state in which amateur wrestling is conducted.

Goals of the State Chapter Program:

1. Support and promote the National Wrestling Hall of Fame and Museum.
2. Recognize people involved in wrestling in each state who have made significant contributions to wrestling. Recognition of contributors and associated events and publicity will draw favorable attention to the sport of wrestling, raising awareness of the sport and well deserved honor for the outstanding individuals connected with wrestling. Our focus in creating the State Chapter Program is to reach a wider audience, enabling us to open new doors for the sport by attracting more fans and supporters.
3. Build a support group for wrestling and its activities in each state. We will focus on attracting people to this group who will commit time and resources, enabling us to build an aggressive team of professionals to promote wrestling through the State Chapter program to promote wrestling.

Our Mission

To preserve the sport's history, recognize extraordinary individual achievements, and inspire future generations to lofty goals.

Preserving History
Recognizing Excellence
Inspiring Generations

Organizational Chart for the National Wrestling Hall of Fame State Chapter Program

National Wrestling Hall of Fame and Museum

Board of Governors Chairman
Terry Shockley

Executive Director
Lee Roy Smith

State Chapter Program

Director
TBA

State Chapter Advisory Board

Tom Slowey	Chairman, CA
Ed Cook	South Carolina Chapter
Dan Dierdorff	California State Chapter
Bud Hennebaul	Georgia State Chapter
Ann Ritter	Pennsylvania State Chapter
Nancy Perry	Virginia State Chapter
Wayne Renneisen	Governors Associate, PA
Sandy Stevens	Board of Governors, IL
Bruce White	Idaho State Chapter

State Chapter Board Responsibilities

The Board of Directors of the Chapter shall consist of the Officers and Directors at Large.

Responsibilities of the Board of Directors to the National Wrestling Hall of Fame State Chapters:

1. The Board is responsible for implementing the organization's mission. The Board must ensure that all programs and activities serve that mission.
2. The Board is responsible for overseeing the organization's programs and for setting policies that conform to the organization's mission. The Board also must assess the effectiveness of the policies it sets.
3. The Board is responsible for the planning of goals, objectives and strategies.
4. The Board is responsible for securing and managing adequate financial resources for the organization.
5. The Board is responsible for periodically evaluating its own composition and performance. The composition of a Board should be balanced with diversity of personal background, interests, skills and influence.
6. Each Board Member must attend 50 percent of the board's meetings.

State Chapter Financial Responsibilities

1. A State Chapter fee of \$4,500.00 is due to the State Chapter Office every year. The fees are used to administrate the State Chapter program as well as supporting the National Wrestling Hall of Fame and Museum. The Fee shall be sent to the State Chapter Office for the State Chapter Program within 30 days of the banquet.
2. The State Chapter Board of Directors of each State shall administer a bank account. The account needs to be set up as follows: National Wrestling Hall of Fame, State Chapter of _____. The federal tax I.D. number used shall be the Hall of Fame's federal tax I.D. All state budgets must be submitted for approval to the State Chapters Office by January 1 of each year for the following year.
3. The State Chapter Board is responsible for submitting an annual report of the current year's financial activity (see page 16) to the State Chapter Office by January 31. The State Chapters Office will submit to the National Wrestling Hall of Fame and Museum in Stillwater, Oklahoma, an annual report on all chapters, as well as, the State Chapters Office. This report will be due by February 28 of each year for the prior year.
4. The fiscal year for each chapter will be January 1 to December 31 of each year. In order to be eligible for awards the following year all reports and financial obligations must be submitted by January 31 of each year.

2011 State Chapter Budget

	<u>2014 Budget</u>
State Chapter Income	
Chapter Fees	137,500.00
Jackets	14,800.00
Plaques	6,000.00
Postage	2,500.00
Printing & Advertising	0.00
National Conference-Honors Week	2,000.00
Miscellaneous-Excess Monies	250.00
Total State Chapter Income	<u>160,550.00</u>
State Chapter Expenses	
Copying and Printing	2,500.00
Plaques/Displays	19,000.00
Award Jackets	10,500.00
Phone & Fax	400.00
Conference Calls	200.00
Office Supplies	1,500.00
Miscellaneous Expenses	200.00
National Conference	2,000.00
Postage and Shipping	4,500.00
Director-Salary	66,828.61
Director-Payroll Taxes	4,774.05
Director-Life Insurance	600.00
Support Personnel-Car Rental	
Director-Car Rental/Mileage	3,000.00
Director-Air Travel	4,500.00
Director-Lodging	3,500.00
Director-Meals & Entertainment	1,000.00
Support Personnel-Lodging, Meals	
Director-Cell Phone	1,500.00
Office Support	0.00
Capital Campaign Expense	0.00
Total State Chapter Expenses	<u>125,552.66</u>

STATE CHAPTER FINANCIAL REPORT FORM

Complete all information on this form by January 31. Send the original to the Office Manager, along with a copy of your reconciled bank statement that includes Dec. 31. Mail a copy to Mike Clair and keep a copy for your files.

Name of Chapter: _____

Report for: _____

Treasurer: Name: _____

 Address: _____

 Phone: _____ E-Mail: _____

Bank Account Information:

 Name of Bank: _____

 Account Name: _____

 Account Number: _____

List names and offices of signatories on account:

Name	Address	
_____	_____	local treasurer
_____	_____	local president
_____	_____	
_____	_____	
_____	_____	

Report prepared by: _____

Report reviewed by: _____

(signature and date) Treasurer

(signature and date) President

FINANCIAL REPORT

Beginning Balance:

Income: _____

Expenses: _____

*This number must match the ending balance
on your reconciled bank statement

*Ending Balance: _____

INCOME	Amount
Banquet Income	<input style="background-color: #d4f1d4;" type="text"/>
Contributions	<input style="background-color: #d4f1d4;" type="text"/>
Sponsorships	<input style="background-color: #d4f1d4;" type="text"/>
Income from Fundraisers	<input style="background-color: #d4f1d4;" type="text"/>
Interest Earned	<input style="background-color: #d4f1d4;" type="text"/>
Inventory Sales Income	<input style="background-color: #d4f1d4;" type="text"/>
Other Income (list)	<input style="background-color: #d4f1d4;" type="text"/>
	<input style="background-color: #d4f1d4;" type="text"/>
TOTAL INCOME	<input style="background-color: #d4f1d4;" type="text"/>

EXPENSES	Amount
Advertising	<input style="background-color: #d4f1d4;" type="text"/>
Awards	<input style="background-color: #d4f1d4;" type="text"/>
Bank Service Charges	<input style="background-color: #d4f1d4;" type="text"/>
Equipment Rental & Maintenance	<input style="background-color: #d4f1d4;" type="text"/>
Fees & Honoraria	<input style="background-color: #d4f1d4;" type="text"/>
Food	<input style="background-color: #d4f1d4;" type="text"/>
General Supplies	<input style="background-color: #d4f1d4;" type="text"/>
Occupancy & Site Charges	<input style="background-color: #d4f1d4;" type="text"/>
Postage & Shipping, PO Box Rental	<input style="background-color: #d4f1d4;" type="text"/>
Printing & Publications	<input style="background-color: #d4f1d4;" type="text"/>
Purchased Equipment (list)	<input style="background-color: #d4f1d4;" type="text"/>
Telephone	<input style="background-color: #d4f1d4;" type="text"/>
Travel (Gas, Tolls, Airfare)	<input style="background-color: #d4f1d4;" type="text"/>
	<input style="background-color: #d4f1d4;" type="text"/>
Funds to NWHOF (list ck # and date):	<input style="background-color: #d4f1d4;" type="text"/>
State Chapter Fee	<input style="background-color: #d4f1d4;" type="text"/>
Green Jackets	<input style="background-color: #d4f1d4;" type="text"/>
National Conference	<input style="background-color: #d4f1d4;" type="text"/>
Additional gift to NWHOF (reason)	<input style="background-color: #d4f1d4;" type="text"/>
Other Expenses (list)	<input style="background-color: #d4f1d4;" type="text"/>
	<input style="background-color: #d4f1d4;" type="text"/>
TOTAL EXPENSES	<input style="background-color: #d4f1d4;" type="text"/>

National Wrestling Hall of Fame and Museum Letter of Agreement

State Chapter of _____

State Chapters, representing the National Wrestling Hall of Fame and Museum, agree and understand the standards and organizational requirements as outlined in the following:

- Mission Statement
- The Bylaws of the National Wrestling Hall of Fame, State Chapters
- Board Member criteria
- Board responsibilities
- The National Wrestling Hall of Fame and Museum organization chart
- Criteria for nominating and selecting Lifetime Service to Wrestling award
- Financial responsibilities
- Criteria for nominating and selecting candidates for Medal of Courage and Outstanding American awards
- Hall of Fame Day banquet procedures
- Recommendations of the Dave Schultz High School Excellence Award

State Chapters, representing the National Wrestling Hall of Fame and Museum, agree and understand the financial responsibilities of the State Chapters to the National Wrestling Hall of Fame and Museum. State Chapters shall complete an annual financial accounting to the National Wrestling Hall of Fame and Museum, and State Chapter Office.

State Chapters, representing the National Wrestling Hall of Fame and Museum, agree and understand the standards set forth for the criteria for holding an annual “Hall of Fame Day,” including the criteria for selecting award honorees and criteria for the banquet program.

State Chapters, representing the National Wrestling Hall of Fame and Museum, agree and understand the philosophy of the National Wrestling Hall of Fame and Museum and the State Chapter program.

State Chapters shall conduct business with integrity and credibility and uphold the standard set forth by the National Wrestling Hall of Fame and Museum.

As a representative of my State Chapter, I have read and understand the contents of this agreement. I agree to uphold all the terms and conditions as set forth in this agreement. I understand the standards and will uphold and represent the National Wrestling Hall of Fame and Museum with integrity. I have read and understand the documents required by this agreement.

President - State Chapter

Secretary - State Chapter

State Chapter Director
National Wrestling Hall of Fame and Museum

Executive Director
National Wrestling Hall of Fame and Museum

Nomination Process

The State Chapter Program is an extension of the National Wrestling Hall of Fame and Museum. As we discuss the nomination process we must remember the State Chapters will nominate and send the recommendations to the State Chapters Office. After checking the nominations, they will be sent to the National Wrestling Hall of Fame and Museum for final approval. The National Wrestling Hall of Fame and Museum will take into consideration the recommendation of the State Chapters, but the final approval will be with the National Wrestling Hall of Fame and Museum.

No State Chapter should notify an individual about their selection until the Director of State Chapters notifies the State Chapter that the honorees have been approved.

When planning a banquet to honor individuals from a state, there are a few things that must be considered. The first is to honor the individuals at a site as close to their home as possible. The event is more successful if the families, friends and school associates are able to attend the induction. It is best to divide the state into sections and rotate the banquet between the different section areas. For this reason it is preferable to have a Board Member from each section. The Board Member in each section would be the responsible person for the banquet the year it is in his or her area.

The nomination process should begin nine months before the banquet and the following step should be taken:

1. Send explanation cover letter and nomination form to coaches, officials and wrestling organizations in the area in which the banquet will be held. It may be necessary to solicit specific nominations. **See Toolbox.**
2. The Board Member from that area is responsible for getting this information distributed.
3. All nominations with proper documentation should be sent to the Vice President of Nominations.
4. The Vice President of Nominations will verify that the forms are complete and that all information needed to make a decision is included.
5. The Vice President of Nominations will prepare a ballot for selections.
6. A ballot and all supporting documents will be sent to each Board Member. After comparing all nominees background information Board Members will then vote for Outstanding American, Medal of Courage, or Lifetime Service to Wrestling Award recipients for that year. Completed ballots should be returned to the Vice President of Nominations. (8 months before banquet)
7. The Vice President of Nominations then forwards support documents on the nominees and the recommendation of the State Chapter Board to the State Chapter Office.
8. State Chapter Office verifies information and forwards it to the National Wrestling Hall of Fame and Museum for final approval. (7 months before banquet)
9. After approval by the National Wrestling Hall of Fame and Museum a letter of congratulations will be sent to the honoree from the National Wrestling Hall of Fame. The State Chapter President will be notified of the approval. **See Tool Box.**

10. State Chapter sends congratulatory letters to honorees followed by a phone call by a Chapter Board Member approximately one week later.

Criteria for State Awards

1. Lifetime Service to Wrestling
Coach---Official---Contributor
 - a. Integrity
 - b. At least 20 years of service to wrestling
 - c. A commitment to the community and the youth in it
2. State Outstanding American
 - a. Integrity
 - b. Former wrestler at some point in their life
 - c. Highly successful in their profession or nationally famous for their work
 - d. Used the disciplines learned in wrestling to reach those levels
3. State Medal of Courage
 - a. A current or former wrestler who has overcome exceptional challenges



Official Nomination to the STATE CHAPTER OF: _____

This nomination is for:

- Lifetime Service to Wrestling
- Medal of Courage
- Outstanding American

Name of Candidate: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

D.O.B. _____ Place _____ If deceased, Date of Death _____

Home phone _____ Daytime phone _____

Spouses Name: _____ Children's Names/ Ages: _____

Current Profession: _____

Position: _____ Company/School: _____

Retired from Coaching (Year): _____

SUMMARY OF ACHIEVEMENTS

College Attended: _____ State: _____ Year of Graduation: _____

Years competed: _____ Total W-L Record: _____

List Special Honors Earned: _____

WRESTLING CAREER HISTORY

1. **Lifetime Service to Wrestling Nominees only.** List coaching, officiating, or other contributions to wrestling during your career (include dates):

2. **Lifetime Service to Wrestling Nomination:** List Significant Coaching/Other Accomplishments (include titles, W-L records, names of successful wrestlers coached, etc.)
Outstanding American or Medal of Courage nominations: List professional accomplishments.
All Nominations: Include year and list in chronological order:

3. **All nominations:** List any wrestling association/public service organizations you currently support:

4. **Outstanding American and Medal of Courage nominations:** List awards, honors, and recognition previously received for your involvement in wrestling (include dates):

5. List any additional information concerning your career highlights/interests not requested above:

Use this space to expand on any topics listed above:

Has nominee ever been convicted of a Felony?*(Please circle one)* Yes No

The following items must accompany this nomination:

- ✓ A letter over your signature telling why the nominee is a valid candidate for election
- ✓ A detailed resume of the candidate's personal history and qualifications
- ✓ A minimum of three letters of character reference and support of the nomination
- ✓ Further documentation (copies of articles, tributes, etc.) is welcome

Print name of person making nomination

Date

Mailing Address

Telephone

**Mail completed form and documentation to:
State Chapter Director
National Wrestling Hall of Fame • 405 West Hall of Fame Avenue • Stillwater, OK 74075**

Official Ballot Instructions

The attached ballot has listed, in alphabetical order, names of the candidates for selection to the National Wrestling Hall of Fame, State Chapter Program. It is now your responsibility to use your own wrestling background, augmented by the nomination forms and supplementary data, to make objective selections of those who will be inducted at the annual banquet.

Please take time to study each candidate's qualifications and read the letters of support. You are not expected to know all the facts about each candidate, and you cannot get a total picture of the candidate from the quick reference sketches.

Please put your ballots in the mail no later than _____, or bring them to our meeting on _____.

Voting

Points are awarded 6-5-4-3-2-1. The candidates with the highest point totals will be recommended to the National Wrestling Hall of Fame and Museum for approval. Try not to have more than five (5) honorees each year.

Processing

1. Make three copies of your final ballot. Re-check to be sure they are identical, sign each copy on the line provided.
2. Mail one copy to:
 - a. State Chapter President
 - b. Vice President of Nominations
3. Keep the third copy for your records.

The Vice President of Nominations will take the ballots for the Lifetime Service to Wrestling Award honorees along with the forms and will mail to the State Chapter Office for approval.

After approval from the State Chapter Office the nominated Honorees bios will be forwarded to the National Wrestling Hall of Fame and Museum for final approval.

OFFICIAL BALLOT
NATIONAL WRESTLING HALL OF FAME
CHAPTER

The Candidates

John Doe	Retired Bethlehem Liberty
Jim Smith	Retired Nazareth High School
Joe Green	Retired North Penn High School
John Henry	Central Bucks East High School
Bill Johnson	Red River University

Rank, in order, exactly six candidates

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

You are to rank exactly six (6) of the above nominees in order. Your first choice is the candidate you believe should be the next person elected as a “Lifetime Service to Wrestling Award” recipient. The five nominees with the highest total points will be elected. The sixth highest point nominee will be the alternate.

THIS FORM MUST BE RETURNED TO (Name of Vice President of Nominations) BY DECEMBER 18TH TO BE COUNTED.

I have carefully reviewed the instructions, the nominations and the supplementary materials to the best of my ability and submit this ballot for election of candidates to the National Wrestling Hall of Fame and Museum.

Date _____

Signed _____

Timeline of Events Leading up to the Banquet

1. Select date and site (12 months in advance).
2. Notify the State Chapter Office of date and site (immediately after selection is made).
3. Start nomination procedures for award recipients (9 months before banquet). Follow National Wrestling Hall of Fame and Museum nomination procedures.
4. Submit nominations with supporting documents to the State Chapter Office for approval (7 months before the banquet).
5. Notification letters:
 - a. Upon approval from the National Wrestling Hall of Fame and Museum a formal congratulatory letter will be sent to recipient from the National Wrestling Hall of Fame and Museum with a copy sent to State Chapter President.
 - b. After the State Chapter President receives a copy of the official letter of notification from the National Wrestling Hall of Fame, the State Chapter will send a congratulatory letter and information sheet to honoree letting them know of their selection and upcoming induction ceremony.
6. Select liaison for each recipient (5 months before banquet):
 - a. Liaison is to make phone call to honoree within seven (7) days after State Chapter notification letter is sent to recipient. Make sure honoree have received information, coordinate getting picture, jacket size, and any additional biographical information. **At this time it is imperative that honoree commit to attend the banquet. If the honoree will not be able to attend, the honoree cannot be inducted at that time.**
 - b. Liaison needs to get a complete list of names and addresses of family, friends, former wrestlers, fellow coaches/officials and media for an invitation list. A list of a minimum 100 names and addresses per honoree is needed.
This is vital to the success of the banquet.
 - c. Guest lists with addresses should be forwarded to the person responsible for sending invitations. Photo (color or black & white), jacket size (S-XXL) and biographical information should be forwarded to State Chapters Headquarters.
7. Designate person (usually Board Member from the area the banquet is being held) to work with banquet site on menu, seating arrangements, reservation numbers, price of meal and/or any special needs, etc. The total cost of the meal should include tax and gratuity. The amount charged for each meal should be at least \$10 to \$15 more than cost. **This should cover all expenses incurred for the banquet, including mailing, printing, and Lifetime Service jackets presented to honorees.**
8. Select liaison or Board Member to receive banquet reservations and donations. You must require money with reservations. This will cover the State Chapter for any “no shows” and will improve your success rate.
9. Banquet requirements are: (at least 3 months before banquet):
 - a. Master of Ceremonies
 - b. Individual for the invocation
 - c. Request for person to serve as representative from National Wrestling Hall of Fame and Museum
10. Prepare invitation letters and registration forms for banquet (8 weeks before banquet):
 - a. Review invitation lists for duplication among the honorees

- b. Prepare invitations for any/all local media
 - c. Mail invitation and registration form (4 weeks before the banquet)
 - d. Contact photographer (6 to 8 weeks before the banquet)
11. The State Chapter mails the press releases (6 weeks before the banquet) to:
- a. State Chapter Office
 - b. Recipient's local newspapers
 - b. State's wrestling publications/periodicals
 - c. Other state newspapers that publish wrestling news
12. Prepare for printing a banquet program 6-8 weeks before the banquet
- a. Sequence of events for banquet
 - b. Message from President of the National Wrestling Hall of Fame (optional)
 - c. Mission Statement of the National Wrestling Hall of Fame/State Chapter
 - d. Summary of each recipient's contributions to the sport of wrestling(see press release and body of information from plaque)
13. State Chapter Office to provide: (8 weeks prior to banquet)
- a. Awards
 - b. Jackets
 - c. Name of representative from National Wrestling Hall of Fame and Museum to attend banquet
14. Plan a display at the banquet site to include:
- a. Honorees wrestling memorabilia including photos, awards and career highlights
 - b. Include information in display about National Wrestling Hall of Fame and Museum and State Chapter Program

Banquet Format

Banquet Philosophy:

Above all else, this banquet should be conducted in a first class manner, with integrity and dignity.

Banquet Details and Schedule:

Social hour/memorabilia displays begin one hour before banquet, preferably in an adjoining area separate from the banquet room. There may be a cash bar, if desired. **When social hour is over, the bar will be closed.**

1. Semi-formal dress and/or black tie option for Honorees and Board Members
2. Seating arrangements
 - Option 1** - Head Table with stage and podium for award presentation
 - a. Master of Ceremonies
 - b. Honorees and spouse
 - c. State President and spouse
 - d. National Wrestling Hall of Fame and Museum representative
 - Option 2** - Seating Arrangements
 - a. Stage/podium for award presentation
 - b. Front tables reserved for state honorees and families, Master of Ceremonies, State President, National Wrestling Hall of Fame and Museum representative. Foremost attention should be given to honorees and families.
3. Table Setup
 - a. Round tables with center pieces, to include banquet programs at each place
4. Meal
 - a. Invocation given before being served
 - b. Don't skimp on the meal, make it a great dining experience
 - c. Served as Dinner or Buffet
5. Master of Ceremonies duties:
 - a. Introduce special guests in attendance (to be recognized at their seat):
 - Distinguished Members of National Wrestling Hall of Fame and Museum
 - Outstanding Americans of National Wrestling Hall of Fame and Museum
 - Medal of Courage recipients of National Wrestling Hall of Fame and Museum
 - Former state award recipients (introduce as a group)
6. Introduction of Banquet Honorees
 - a. State Medal of Courage
 - b. State Outstanding Americans
 - c. Lifetime Service recipients
7. Presentation of Awards:

As Master of Ceremonies introduces an Honoree, the Honoree is presented the award by the National Wrestling Hall of Fame and Museum representative. Honoree makes a 3-5 minute acknowledgment speech.

From past experience we insist there shall be no additional speakers other than the Master of Ceremonies, the National Wrestling Hall of Fame and Museum representative and the Honorees.

8. Master of Ceremonies brings Honorees back to stage for presentation of jackets.
9. Master of Ceremonies closes the ceremonies.
10. Photographer duties:
 - a. Picture of each Honoree accepting award from National Wrestling Hall of Fame and Museum representative
 - b. Group picture of all Honorees after event
 - c. Picture of Honorees with family/friends

Post Banquet Administrative Responsibilities

1. Send names, addresses and dollar amounts of all those who made contributions to the State Chapter on behalf of honorees or to State Chapter to State Chapter Office to facilitate receipt to donor from National Wrestling Hall of Fame and Museum.
2. A short report to State Chapter Office on banquet should include number of people attending the event, special guests and review of how the banquet and program went. Include a digital picture of each honoree with their plaque. The photo must be noted who the Honoree is.
3. State Chapter annual fee shall be submitted with a financial report for banquet expenses/revenues no later than 30 days after banquet.

Banquet Publicity

Banquet Publicity Tips:

1. *Do not submit a press release to the same media outlet more than once.* Also, do not submit to various contacts at the same publication unless you are instructed to do so.
2. *Create a targeted media list.* Do not submit to media outlets who do not cover sports or events.
3. *Include a photo if possible.* A publication is more likely to run a story if they can easily obtain visuals to support the text.
4. *Use correct spelling and grammar.* News must also be submitted utilizing Associated Press style. More information on AP Style may be found at www.APstylebook.com.
5. *Note submission guidelines.* When creating a media list, note submission guidelines regarding deadlines, press release length, submission format, etc.
6. *Invite media to attend the event.* Encourage a story post-event by inviting media to attend, take photos, interview honorees, etc.
7. *Utilize social media to promote event.* Use social media to announce event, give updates leading up to event date and encourage dialogue about the event and honorees. Also encourage honorees to promote the event utilizing their own social media channels.
8. *Keep records of all media coverage of event.* In addition to archival importance, this information about who covered the event and in what manner is relevant when preparing for publicity next year.

Banquet Publicity Schedule:

Chapters should begin promoting the banquet at least one month prior to event.

1. At least one month prior to banquet

Create general media contact list. This list will contain information on all media appropriate to contact regarding the banquet. This should include appropriate local television stations, sports radio, local newspapers, sports magazines and online sports blogs. The media contact list should include:

Name of publication or media outlet

Name of specific person to contact

Contact phone number

Contact email address

Website information for publication or media outlet

Editorial and submission guidelines

Create honoree media contact list. This list will contain information on all media appropriate to contact regarding the specific honorees. This should include appropriate television, radio, newspapers, sports magazines and online sports blogs for the specific community the honorees are from.

2. Three weeks prior to banquet

Create news release announcing the banquet. This news release will contain all information the public should know regarding the event and should be formatted according to the template attached.

Distribute news release to media on contact list. Distribute news release and a photo of the honorees via email to all contacts on media list. News release should be distributed to each outlet individually, without sending a mass email to all. Make sure that contact information for the Chapter contact person is included.

Post news release on Chapter website. After distributing to the media, post the news release on the Chapter website along with information on how to purchase tickets and who to contact for additional information about the banquet.
3. Two weeks prior to banquet

Post banquet information on social media. Utilize social media to promote the banquet by posting information and linking directly to the Chapter website or to contact information of who to contact regarding purchasing tickets.
4. One week prior to banquet

Contact media by phone. Contact all media by phone to answer any questions they may have regarding the event, set up any interviews they may want to conduct with honorees and to invite them to attend the event to take photos.
5. Week of banquet

Contact media who are attending banquet. Contact all media who have RSVP'd to the event to confirm their attendance and inquire about what additional needs they may have. For example, television news stations may have specific power needs or placement in the room. Also, confirm any interviews that are scheduled to take place at the event.
6. Post-event

Monitor media for coverage of event. Check online for any coverage of event and retain for archival purposes. A Google News search for the event keywords will pick up most television, radio, web mentions and large print publications. Chapters may also contact the local state press association to inquire about news stories in smaller publications.

Sample Press Release

SAMPLE NEWS RELEASE FOR ANNOUNCEMENTS OF STATE CHAPTER HONOREES AND BANQUET

DATELINE (city in which state hall is located/or city in which banquet will be held) – **John David Doe**, of City, State, has been named the 2014 Lifetime Achievement award recipient by the New Jersey State Chapter of the National Wrestling Hall of Fame. Doe will be honored at an Awards Banquet on June 12 at the Sheraton Hotel in City.

Also to be honored at the banquet are **Jim Smith** of City, State, the 2014 Medal of Courage Award winner, and **Jack Johnson**, the 2014 Outstanding American Award winner.

The three recipients of the 2014 State Chapter wrestling awards were selected through a vote of the chapter's board of directors from nominations submitted by the wrestling community around the state.

“Quote from State Chapter Chairman of the Board about the winners” here.

Lifetime Achievement winner bio. *(Example: Doe was a three-time All America wrestler at State University and national champion in 1978. He was an all state wrestler at City High School for three consecutive years. After his wrestling career ended, he continued to serve the sport as a referee at both the high school and college level for the past 36 years.)*

Medal of Courage Award winner bio.

Outstanding American Award winner bio.

With locations in Stillwater, Oklahoma, and Waterloo, Iowa, the National Wrestling Hall of Fame was founded in 1976 as a privately funded museum to preserve the history of wrestling, recognize excellence and inspire future generations of wrestlers and fans of the sport.

The *(State Name)* State Chapter is one of 36 state chapters across the nation affiliated with the National Wrestling Hall of Fame. The State Chapter annually recognizes outstanding individuals who have worked to advance the sport in their communities and across the state.

Joe B. Hall is 2014 Chairman of the all-volunteer (12-person) State Chapter Board of Directors.

For ticket information to the 2014 State Chapter Wrestling Awards banquet, contact Banquet Chairman Byron Cravens at (888) 405-1234 or email him at bcravens@email.com.

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Meeting Your Financial Goals

1. Making Your Annual Fee A Reality

If you will follow the step-by-step guidelines in Section 4 of this manual, you should be able to reach your annual fee. **It is vitally important to secure at least 100 names and addresses for each Honoree.** Sending an invitation and announcement letter along with the banquet reservation/donation information form (see Tool Box) will enable people to make reservations to the banquet and make a donation to the State Chapter in honor of any or all of the Honorees. In addition, anyone unable to attend the banquet will almost always make a donation. This is especially true of people living too far away to attend the event. For that reason, it is necessary to send to all names and addresses no matter where they live.

How to cost out your banquet is included in the Tool Box Section.

2. Corporate Sponsorship

Another area you can pursue to raise revenue is corporate/business sponsorship. A company can be a Chapter sponsor, banquet sponsor, or an Honoree sponsor. Let your marketing/business acumen take over and use it to your advantage. Some Chapters have increased banquet revenue by \$1,000-\$2,000 by having banquet sponsors.

Some Chapters encourage companies to sponsor their Chapter, allowing companies to place their logos on chapter letterhead, giving mention in the banquet program, and/or providing a free table at the banquet (Remember these sponsorships are to raise money so watch the costs of perks.)

The skies are the limit on sponsorships. Use them to the Chapter's advantage.

Events Involving State Chapters

1. State Chapters National Conference
Date, site and frequency to be determined.
2. National Wrestling Hall of Fame and Museum Induction Ceremonies
State Chapter Presidents and Board Members should try to attend at least one induction ceremonies.
3. State Chapter State Champion Certificate Presentations
State Chapter should work in conjunction with state high school associations and present the Hall of Fame State Champion recognition certificate to each state champion. The certificate should be awarded at the state championship site by a Board Member of the State Chapter (see recognition certificate in Tool Box).