

## PREPARING FOR A POKER RUN (rev. 4/1/07)

### Preparing the route:

- Prepare a route between 80 and 100 miles long. Just get an Illinois map and make a plan. Write it on a piece of paper. Then drive the route. Use your odometer to measure total miles. Look for bars/restaurants along the way whereby you will choose four to five stops along your route. You will want to note the miles driven between each stop.
- Talk to a contact at each of the stops for permission to use their facilities and ask if they can provide food. Tell them that about 200 people usually participate in the poker run. Mention that we would need a table to set up as our game table. Also ask if they would be willing to provide a door prize – it could be a bottle of liquor/wine or a gift coupon for a return visit. (See a sample route attached.)
- The route sheet needs a time line provision for each stop:

Say, for example, that the poker run is to start at *Ted's Motorcycle World*. Sign up would occur from 11:30 to 1:30 at Ted's. As you write out your route on paper, you will indicate that two-hour time provision. Now we know that volunteers will have to be in place for a two-hour increment at Ted's.

Then, for the 2<sup>nd</sup> stop, figure that it will take the first riders that were at Ted's at 11:30 a.m. about a half an hour to arrive. So the time line provision for the 2<sup>nd</sup> stop will be noon to 2 p.m. You can see that the last riders who began at Ted's at 1:30 p.m. will be arriving at the second stop at about 2 pm.

Continue planning each stop in this manner. The 2<sup>nd</sup> stop volunteers will have to be in place from noon to 2 p.m.; the 3<sup>rd</sup> stop volunteers will have to be in place from 1 p.m. to 3 p.m.; the 4<sup>th</sup> stop volunteers will have to be in place from 1:30 p.m. to 3:30 p.m., and the final stop will start about 2 p.m. but will stay open longer, so say about 5 p.m. There must be a "cut off" time when prizes begin. Then the crowd usually congregates for awhile to visit and have supper.

- The winning hands are determined at a designated time at the last stop. 50/50 tickets are sold again at the last stop and door prizes are given.
- Ride the route again, and make sure your mileage is correct.
- Type the route, with the times, (see the sample routes attached) and take it to Bill Stewart at Ted's. Bill approves the route. Then send the route to the Director, the Activities Director, and the Road Captain via email.
- The Activities Director will get the insurance in place. Also, the Activities Director will have flyers prepared. Plan to display them at the meetings and at Ted's Motorcycle World.

The sign up sheet for volunteers:

- A sign up sheet will be available for chapter members to volunteer for each of the stops. Put the sheet out at the meetings about two months in advance. You will need four volunteers for each stop. You will also need a couple of people to sell the 50/50 tickets at the first stop and the last stop. Directions on how to sell 50/50 tickets will follow.

Door Prizes:

- Door prizes are needed for the last stop. The playing cards are put into a bag for the door prize drawings. As the coordinator of the poker run, try to get some door prizes from anyone who will donate. Some prizes can be purchased from the dealer with Chapter money. Talk to the director about that.

Supplies:

- There is a file cabinet in the back room of Ted's where the HOG chapter supplies are kept. The playing cards and other supplies are there. Linda Walker can help you with that. More information on supplies to follow.

## ABOUT A WEEK BEFORE THE EVENT

Call the contact person at the stops. Remind them that we are coming, and thank them again for hosting us!

## ON THE THURSDAY BEFORE SUNDAY'S EVENT

Preparing your supplies:

Prepare folders for the stops. The supplies are all in the file cabinet.

Each site will have a folder. The folder will be given to one of the volunteers that morning. Make a note of who you hand that folder to. The folder must contain:

- Route sheet/map of the poker run
- 2 to 4 ink pens
- 2 markers of the same color – each stop must be a different marker color
- 2 log sheets numbered from 1 to about 1500. Record each player's "hand" at each stop this way. There will be four people at each stop, so two people will handle one player, allowing two lines of play. Each pair of volunteers will have a log sheet.
- Sheet of paper with winning poker hand combinations [5 of a kind, royal flush, straight flush, 4 of a kind, full house, flush, straight, 3 of a kind, 2 pair.]
- There will be two bags of "playing chips" with the full deck written on each chip or spinners for each stop. Count the chips to be sure there are 54 playing chips, including the jokers. Be sure that each chip is legible so an "a" doesn't look like a "4".

Playing cards will be numbered from 1 to 1500. It will match the blank log sheets in the folders. These cards will be at the 1<sup>st</sup> stop table. You will stamp the cards. The stamper and blank cards are in the supply cabinet.

You will need a cash drawer for the first stop, and if you are not comfortable counting change, bring your hand held calculator to make change. Get the price

sheet. For example, it is \$5 for one playing card, then \$1 for each additional card. But there is a savings if you spend \$10. You get 7 cards. Spend \$20, and get 20 cards! (previously, you spend \$20, you get 18 cards – we want to encourage them to spend \$20).

Have the 50/50 tickets ready. They will be sold at the first stop and the last stop. So be sure you have plenty!

## ON THE FRIDAY BEFORE SUNDAY'S EVENT

The Friday before, the road captain has to ride the route to be sure the roads are in good condition with not last minute closures or repairs like loose gravel or freshly oiled roads. We would want to alert our riders at the first stop if something has come up that warrants caution.

## FOR THE SIGN UP TABLE AT THE START OF THE EVENT

- Release forms must be completed by all participants. The original can be found in the officer hand book if one is not available in the supply cabinet.
- Prepare a release form with the following information, and then copy it. The top of the release form starts with “name of event(s): write in “Alton HOG Poker Run”, write in the date of the event and finally, on the location line, mention from where it starts (the city) and where it ends (the city). Now it is ready to copy. The rider and passenger can sign just one form.
- Make about 200 adult forms, and about 10 minor forms. They are signed at the first stop before anything further happens.
- Have the 50/50 tickets and have at least two people to sell them.
- Then give the players a route sheet. As the players sign up, they get a numbered playing card(s). The cost of the cards will be with the supply information, and will be on the flyer.

- You will need a cash drawer for the first stop, and if you are not comfortable counting change, bring your hand held calculator to make change. Get the price sheet. For example, it is \$5 for one playing card, then \$1 for each additional card. But there is a savings if you spend \$10. You get 7 cards. If you spend 20 dollars, you get 20 cards. This incentive began in 2006 (previously you spend 20, you get 18 cards.).

### **How to sell 50/50 tickets:**

It costs \$5.00 for 6 tickets, or \$1 a piece.

You will need the 50/50 “jar” to put the purchased side of the tickets into for the drawing.

One person will tear off strips of 6 tickets. The seller will walk around the crowd to sell. The person tearing off the strips usually sits at the table where people can come up to make a purchase.

When you make the sale, then tear the strip down the middle. You give the customer the side of the tickets that says “keep this ticket” and you throw the other side into the 50/50 jar. You would tear each one apart before placing tickets into the jar.

At the time of the award, you keep half of the money earned for the chapter, and half of the award becomes the prize.

The chapter earnings go to the treasurer.

Sometimes there are other prizes, so continue to call ticket numbers until the cash and all prizes have been given.

The winner must bring their winning ticket to the person calling, or to the person giving the prizes. You keep them until the event is over.

## **At the last stop!**

Consider having someone drive the route to pick up supplies from each stop. Everything needs to end up at the final stop. Or, designate one of the volunteers to bring all the items directly to you at the final stop from each stop. The coordinator has to make sure that all the supplies are collected and brought back to Ted's and put away in the supply cabinet.

If someone wants to volunteer to be the "MC", that's great. They can announce winning numbers for all the prizes. Otherwise, one of the volunteers can call numbers.

Bring a white board with marker and eraser for the last stop to record winning hands. It will help those in line with their winning hands to see what's going on.

Prepare certificates for the volunteers to distribute at the monthly meeting. Work with the secretary on this.

You will need volunteers to sell 50/50 tickets.

### **How to work the last stop:**

Have the winners print their name, and sign their cards.

Players will bring their winning hands to the table. The winning hands will be put on the white board. As people stand in line to turn in their winning hands, they can watch the board to be sure they still have a winning hand. At some point, they may want to leave the line and toss them into the door prizes container.

For those who don't have a winning hand, they should print, and sign, their card and drop into the container for door prizes.

There are three main prizes: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place. So top winning hands would be the straight, four of a kind – the winning hands page is at Ted's in the HOG Chapter file cabinet with all our supplies.

The cash prize is determined by the HOG Chapter director, or by Bill Stewart.

## How to Play

The players will arrive at each stop with the number of cards that they purchased. Remember that each card is pre-numbered, by you. The pre-numbered cards correspond with the numbers on the log sheet found in the volunteer folder. Each card will represent a poker hand. There are five blank lines, and five stops. At each stop, the player will draw a card and the type of card and number will be recorded on the player's card.

At each stop, the player presents the volunteer with their cards. They reach into a bag and pull out a "poker chip." The poker chip has the type of card (diamonds, clubs, hearts, spades) and the number of the card (jack, king, two, four, etc.)

The volunteer records the type of card and number of the card onto the player's card and on the log sheet. Remember that the number on the player's card corresponds with the numbers on the log sheet. So you will write the information from the poker chip onto two cards: the player's card and the log sheet. The log sheet will be used at the last stop for confirmation.

When there are multiple cards, the player draws as many chips as they have cards purchased and the draw is recorded onto the cards in numerical order. The player does not tell the volunteer onto which card to place the draw.

The volunteer makes a marker line through the recorded draw so that each stop has a color.

For example, say a player has seven cards, numbered from 367 to 373. The player draws seven poker chips from the bag. You already wrote the information onto the player's cards, and now you are putting the information onto your log in your folder. So say card number 367 is a 6 of diamonds. Your volunteer goes to line 367 on the log sheet, writes in a "6D" then continues with the next line. Say that line 368 is an Ace of clubs. You will record on line 368 of your log, "AC". You continue in that manner until you have recorded all your player's "draws" and take your marker and indicate that you wrote in the information for those particular seven cards. Remember that your marker color is representing your stop number. The line you make will "outline" the number of draws that player took at your stop.

If a player cannot make a stop for some reason, they are allowed to “catch up” at another stop. The volunteer will use their colored marker to indicate that on the player’s card.

At the final stop, the winning hands will be determined, and cash prizes given for the top three spots.

Also, door prizes will be given as well as the 50/50 winner.