

## REGATTA CHECKLIST

EVENT \_\_\_\_\_

(The time-frame dates shown are considered minimal and should be earlier if possible)

### PRE-EVENT

- \_\_\_\_ Sponsorships (2 months)
- \_\_\_\_ Permits (If needed, 1 month)
- \_\_\_\_ Select PRO (6 weeks)
- \_\_\_\_ Publish NOR (Mailed 6 weeks prior to event)
- \_\_\_\_ Volunteers (4-5 weeks)
  - \_\_\_\_ Jury invited (If needed- 4 weeks)
  - \_\_\_\_ Equipment manager \_\_\_\_\_
  - \_\_\_\_ Registration \_\_\_\_\_
  - \_\_\_\_ Boats and boat captains \_\_\_\_\_
  - \_\_\_\_ On the Water Race Committee \_\_\_\_\_
  - \_\_\_\_ Scoring \_\_\_\_\_
- \_\_\_\_ Trophies ( # of trophies/ type/classes/etc.) \_\_\_\_\_
- \_\_\_\_ T-Shirts (If needed, # needed, cost of extras, volunteers free? \_\_\_\_\_)
- \_\_\_\_ Launch & Recovery team (If needed) \_\_\_\_\_
- \_\_\_\_ Social events (If needed-Continental breakfast, lunch/dinner, extra tickets, done in house or catered, plus items needed for food service, etc. \_\_\_\_\_)
- \_\_\_\_ Beverage and ice \_\_\_\_\_
- \_\_\_\_ Housing (If needed for out of town officials, volunteers, sailors)
- \_\_\_\_ Prepare Sailing Instructions (Event and PRO—2 weeks)

### SET UP

- \_\_\_\_ Equipment at site
- \_\_\_\_ SI's Printed and at Registration
- \_\_\_\_ Registration materials (Entry forms, tickets, NOR, trash bags etc on site)
- \_\_\_\_ Sponsor banners displayed on site
- \_\_\_\_ Race committee meeting scheduled

### EVENT

- \_\_\_\_ Competitors Meeting
- \_\_\_\_ Media
- \_\_\_\_ Protest area designated
- \_\_\_\_ Trophy Presentations
- \_\_\_\_ Sailor and volunteer lunches (If provided)

### POST EVENT

- \_\_\_\_ Clean Up Committee
- \_\_\_\_ Results to Media
- \_\_\_\_ Equipment stored properly
- \_\_\_\_ Thank you's sent
- \_\_\_\_ Evaluation of Event, (Including financial net results, competitor comments, suggestions from volunteers, competitors, sponsors, etc.)