



## **Suggested Schedule and Checklist**

Each Chair will adapt their own schedule. A month-by-month "key date" is very helpful as a way to spread out the work load and ensure that all bases are covered.

### **One Year Before Event**

- ☐ Review this year's WAVE. Next year's rep meets and debrief their observations. Choose date. Coordinate, coordinate and COORDINATE.

### **11 Months Before Event**

- ☐ Solicit committee members
- ☐ Hold preliminary meeting of responsibility area chairs
- ☐ Begin matching people with responsibilities
- ☐ Ensure your organization's calendar remains free for the WAVE Chair introduces host to event's web liaison
- ☐ Consider holding several fund raisers over winter and early spring to help defray expenses

### **10 Months Before Event**

- ☐ Check status of insurance. Ensure current coverage with Regatta Liability Insurance, and if Borrowed Boat insurance is needed, arrange for it. If your organization has purchased US SAILING's Burgee program, all insurance is provided. Otherwise go to: <http://www.ussailing.org/membership/insurance/>
- ☐ Review last year's budget (if available) and prepare a preliminary budget.
- ☐ The Chair is responsible for creating and/or reviewing the notice, advertisements, and flyers
- ☐ Post on FCA's website by January. Ensure there is a clearly marked posting date. Put a link up from the host site to the event notice.

### **9 Months Before Event**

- ☐ Research and follow up leads for local sponsorship
- ☐ Confirm your committee members
- ☐ Prepare a "media plan" to show sponsors how the event will give them visibility.
- ☐ Offer free "ads" in the program in exchange for sponsorship or sell ad space to finance your WAVE.
- ☐ Raise awareness among club members about the upcoming WAVE, soliciting and encouraging volunteers.

## **8 Months Before Event**

- ☐ See if you need an Event Permit from the U.S. Coast Guard. Go to the Waterways Management for your sector of the Coast Guard District in which you are located. The first place to look is the USCG District Website for your CG District and determine which sector you are in. Depending on where you are, you may be able to fill out the application on-line.

## **7 Months Before Event**

- ☐ Hold conference call with FCA WAVE Chair, and all your committee chairs to answer questions and confirm details.
- ☐ Continue to work on sponsorship.

## **6 Months Before Event**

- ☐ Send preliminary budget to host Yacht Club no later than March 31. That will trigger the first sponsorship check.
- ☐ Prepare for online registration: what will be required - dates, travel plans, T-shirt sizes, etc.

## **5 Months Before Event**

- ☐ Review Safety/ Risk Management requirements
- ☐ Formalize parking, trailering, and wet slip plans
- ☐ Prepare necessary paperwork for posting/ downloading to registrants
- ☐ Develop a bad-weather plan- what will we do in event of rain, no wind, etc.

## **4 Months Before Event**

- ☐ Select your registrar- this is the second most important position after the WAVE chair. Make sure they have high speed internet and are very computer savvy. The registrar will be providing reports to the rest of the committee.
- ☐ Update budget
- ☐ Invite next year's host to your event. They should stay with you if possible.

## **12 Weeks Before Event**

- ☐ Select T-shirts, giveaways, keepers.
- ☐ Meet with committees to finalize budget, including food, entertainment and recognition
- ☐ Confirm entertainment plans, including bad-weather plans
- ☐ Identify your PR liaison and coordinate press coverage.
- ☐ Prepare a welcome letter outlining key information they will need to plan. This is especially important for veterans with support animals and juniors.

## **11 Weeks Before Event**

- ☐ Confirm WAVE Fleet Captain and boat needs
- ☐ Update host website with dress code, updated event schedules

## **10 Weeks Before Event**

- ☐ Finalize committee responsibilities.
- ☐ Conduct any training you believe is required.
- ☐ Put a link up from the host site to the online registration form.

## **9 Weeks Before Event**

- ☐ Make sure that you have located all the materials/ boats needed for the WAVE.
- ☐ Confirm that all Safety/ Risk Management issues are in place.

## **8 Weeks Before Event**

- ☐ Determine how WAVE committee and Skippers will communicate with each other and with host HQ
- ☐ Post preliminary schedule of events on host webpage
- ☐ Get logos, ads, etc. from sponsors to include in program

**Note:** Remain aware of any contractual agreements with sponsors. Have them sign off on any program or shirt design and to ensure that the correct and current logos are in place and of the right dimensions. The sponsor logo and official title of the WAVE must be on all giveaways. It can take up to a week to get sign off on a shirt or program. Be sure to factor in sufficient time to get the design in, approved, possibly changed, and finalized into your schedule. Experience tell us that a last minute rush causes unnecessary stress on all parties

## **7 Weeks Before Event**

- ☐ Post typical local sailing conditions on host webpage
- ☐ Order T-shirts, giveaways, keepers
- ☐ Request letters from commodore, and other personage
- ☐ Prepare program

## **6 Weeks Before Event**

- ☐ Put a link up from the host site to the forms housed on FCA's website. Prepare a news release to send out and for posting on its homepage Review WAVE Committees sheet and make sure everything is in place: Grounds, parking, radios, safety boats ....

## **5 Weeks Before Event**

- ☐ Confirm venues for evening entertainment, menus
- ☐ Confirm matching of sailors and boats. Insure proper number life jackets

## **4 Weeks Before Event**

- ☐ Post WAVE sailing instructions on host website.

### **3 Weeks Before**

- ☐ Check that all recognition and other materials have arrived.
- ☐ Make sure computer equipment is organized, including AV, digital camera, etc.
- ☐ Identify registration area. Make sure there are enough outlets, phone jacks
- ☐ Confirm all food and drink orders
- ☐ Send confirmation postcards to WAVE volunteers and veterans.
- ☐ Determine if you want to send an e-mail too.
- ☐ Provide final head count to host personnel

### **2 Weeks Before Event**

- ☐ Send approved program to printer
- ☐ Finalize plans. If possible, e-mail each skipper to confirm time, and contact information
- ☐ Coordinate with local EMS of event and # participants and prepare a medical boat
- ☐ Determine where copies of the registration materials will be stored on shore for easy access during the WAVE

### **1 Week Before Event**

- ☐ Double-check all event schedules, menus, food/drink orders, photographers? Press boats?
- ☐ Confirm that FCA, host Club will be updated by end of day with photos and video
- ☐ Recognition, banners, T-Shirts, programs and give award displayed?
- ☐ Check adequate supplies of water have been ordered
- ☐ Ensure the commodore etc. has been confirmed for any ceremony.

### **Day Before Event**

- ☐ Ensure that everything is in place for docking of boats and enough staff be on hand
- ☐ Is your PR volunteer ready to write reports and e-mail them to press?
- ☐ Set up registration area, including WAVE burgees and sponsor banners
- ☐ Confirm with volunteers
- ☐ Hold final Q & A for volunteers
- ☐ Distribute support boat flags, banners
- ☐ Ensure that all Coast Guard requirements are met on all support boats
- ☐ Provide all parties with emergency frequencies/phone numbers and other related materials
- ☐ Ensure that medical boat has supplies and medical information
- ☐ Support boats fueled? Radios on board?
- ☐ Space ready for lunch preparation? Adequate supplies of water?

### **During the WAVE**

- ☐ PR person - Email the report by 7PM.
- ☐ Photographer- Upload the day's photographs to the host website
- ☐ Finalize recognition ceremony agenda

## **Afterward**

- ☐ Review host responsibilities with next year's chair
- ☐ Hold final responsibility area chair meeting/fun social gathering to debrief and celebrate; send all constructive comments to FCA.
- ☐ Close accounting with host club.
- ☐ Consider sending a report to sponsors with photographs and press clippings showing how they were featured during the event and include a thank-you note or framed photograph.
- ☐ Any other "loose ends"? Put your feet up and RELAX !!