



Event Task Analysis

Pre-Event

- ☐ Administrative duties:
 - ◆ Complete documents
 - ◆ Secure liability insurance
 - ◆ Arrange for trash/recycle receptacles
 - ◆ Arrange for police presence and appropriate signage
 - ◆ Produce a fund raising packet for the use of participating clubs
 - ◆ Produce liability disclaimer forms
 - ◆ Design and order commemorative burgees, WAVE visors)
- ☐ On-line registration
 - ◆ Create registration form for boats and veterans
 - ◆ Monitor website and report details to the committees organizing the sail as well as the lunch.
- ☐ Get pledges for use of boats
- ☐ Solicit donations of funds and in kind contributions (ie. potato chips, door prizes)
- ☐ Public Relations (Produce a promotional flyer; arrange media coverage
- ☐ Promote event with veterans groups.
- ☐ The Cruise:
 - ◆ Organize a skippers meeting
 - ◆ Determine schedule for sails
 - ◆ Assign veterans and "boat buddies" based on physical limitations.)
 - ◆ Source or rent equipment tables, chairs, tents, grills, truck for trash removal, sound system.
 - ◆ Plan opening ceremony (color guard, music)
 - ◆ Arrange Entertainment

Event

- ☐ Plan of the Day: Coordinate sail(s), lunch, entertainment
- ☐ Set-up tents, lables, chairs, sound system, trash/recycle receptacles

- ☐ Staff check-in table
- ☐ Staff first-aid station
- ☐ Serve as personal transports (escort veterans to the dock) and "boat buddies" (provide stability for veterans during the sail), both groups under the direction of the Sail Committee.
- ☐ Conduct Opening Ceremony
- ☐ Lunch
 - ◆ Provide food, beverages, and paper products
 - ◆ Arrange for coolers
 - ◆ Cook dogs
 - ◆ Stock buffet table and coolers
 - ◆ Bake "Salling Chips"

Post Event

- ☐ Clean-up
- ☐ Trash removal
- ☐ Wrap-up meeting