



Event Task Analysis and Assignment Form

Check-in Vets, Guests and Volunteers

Check-in Pre-registered Vets and Guests

- ☐ Report to Check-in tent at 8:30 a.m.
- ☐ Check-off names on Registration List
- ☐ Choice of cap or visor to Vet
- ☐ Liability Disclaimer - Vet and guest
- ☐ Lunch Tickets - Vet and guests
- ☐ Direct to staging area and coolers
- ☐ Personal transport as needed

Check in "Walk-in" vets and guests

- ☐ Report to Check-in tent at 8:30 a.m.
- ☐ Complete Registration Form
- ☐ Choice of cap or visor to Vet
- ☐ Liability Disclaimer - Vet and guests
- ☐ Lunch tickets - Vet and guests
- ☐ Direct to staging area and coolers
- ☐ Personal transport as needed

Volunteer Check-in

- ☐ Report to check-in tent at 8:30 a.m.
- ☐ Check name on Registration List
- ☐ Liability Disclaimer Lunch ticket

Personal Transport

- ☐ Report to check-in tent at 8:45 a.m.
- ☐ Greet Vets and their guests
- ☐ Direct to appropriate check-in location
- ☐ Assist as needed

Dock Workers

Person in Charge - (name, cell phone and e-mail address)

Attend Skipper's Meeting: (day, date, time and location)

Set-up

- ☐ Report at 7:00 a.m.
- ☐ Tents up (4 buckets of water and 4 loops of rope per tent)
- ☐ Club Entrance (Close off drive with cones and yellow tape)
- ☐ Stage
- ☐ Semicircle around stage for audience
- ☐ Beverage station

Tables, Chairs, Podium and Coolers

- ☐ 3 tables and 6 chairs at check-in tent
- ☐ Podium at stage tent
- ☐ Chairs set for viewing opening ceremony under tents
- ☐ Coolers and beverages under beverage station
- ☐ Buffet table(s) at food service station
- ☐ Lunch tables to be set-up after Opening Ceremony, and wrapped. (plastic wrap; scissors; duct tape)

Trash detail

- ☐ Set-up portable trash receptacles
- ☐ Cover trash receptacles with yellow tape
- ☐ Monitor deposits and replace trash bags as needed

Food and Beverage Service

- ☐ Coolers
 - ◆ Report at: 8:00 a.m.; 10:00 a.m.; 12:00 a.m.; 2:00 a.m. and 4:00p.m.
 - ◆ Monitor and re-stock coolers
 - ◆ Prepare leftover beverages for loading
 - ◆ Empty coolers for return to yacht club
- ☐ Buffet
 - ◆ Report at 11:00 a.m.
 - ◆ Set-up and restock food and supplies
 - ◆ Wearing plastic gloves serve 2 cookies per person

Clean-up

- ☐ Report at 3:00 p.m.
- ☐ Take down and load all tents
- ☐ Load buckets and ropes
- ☐ Load all tables and chairs
- ☐ Load Podium
- ☐ Collect and haul all trash bags
- ☐ Load portable trash receptacles
- ☐ Remove cones and tape from club entrance
- ☐ Load coolers for return to yacht club
- ☐ Check the area for any debris