

Thank you for helping to make fun things happen at the Club. The Corinthian Yacht Club exists so that we may do things with each other that we couldn't do alone. Without Event Hosts, the Club could not produce over 200 events a year and we miss the opportunity to build the community we desire.

Forms lay out a clear plan to reference so that others learn from past experiences and work efficiently with staff and Committees. When others can learn from how you produced an event, it leads to getting more people involved in making fun stuff happen. Please help develop these forms and tools as you use them.

Whether this is a legacy event that you and the club have produced in the past or a new event that makes sense for the club today, please create a plan and a record to inform the hosts for another year. By sharing event experience and style on the forms, we can build a comfortable history that defines our club for new members and future generations. Ask the office to see records of previous events.

The CYC online reservation and membership software supports member events alongside CYC facilities and limited staff time. Staff provides kitchen and beverage guidelines, submits marine event permits, processes registrations / RSVP's through the Website event calendar, forwards information to the volunteer coordinator(s) and reimburses Board approved event expenses. Staff will play a facilitation role with the mechanics of the events however members fulfill the production roles onsite as the club does not employ weekend or evening staff to work at member events.

Financial and Purchasing Policy require events meet certain conditions:

- 1) It is the responsibility of each Board Member to manage the financial planning for events, regattas, entertainments, or other activities. In other words, each event needs a Board member sponsor.
- 2) Events or programs that expect to result in a financial loss to the CYC are not necessarily against the mission of the club. However, the event that will cost the club money to produce must be communicated to the Commodore in advance of the event. This allows us to focus CYC generosity.
- 3) Event purchases must be pre-approved by a CYC Board Member

APPROVAL Levels:

- Office is only authorized to make purchases or payments up to \$500 of an approved budget. That means your event budget must be approved in email or writing by a board member in advance.
- Board members may authorize purchases provided they are within \$500 of the budget or unbudgeted purchases not to exceed \$1000 per year.
- The Executive Committee must approve any purchase over budget by \$500, and any purchases of equipment, furniture, capital assets or repairs over \$500 outside of the annual budget.

EVERY EVENT STARTS WITH A MEMBER EVENT HOST



Step One: Event Proposal Form

Legacy and new events: Complete 6 weeks before event:

Check the CYC calendar for available dates. The Board approves events at Board meetings 2nd Mondays.

CYC Board Event sponsor (s) Required	
Event Title:	
Brief Description: Who; What; When; Where; Why.	
Ideal Event Location, Date(s) & Time(s):	<input type="checkbox"/> (y/n) This is outside normal Clubhouse hours or offsite. Date _____ Time _____
Event Coordinator(s), Name/Phone/Email:	
What CYC Resources will be needed?	<input type="checkbox"/> (y/n) Post your description to Website with Banner <input type="checkbox"/> (y/n) Online Registration and Payments Set up <input type="checkbox"/> (y/n) Bar / beverage <input type="checkbox"/> (y/n) Use of Opti's, Whalers, RC Boats, other equipment <input type="checkbox"/> (y/n) Other: _____
Number of people you hope to attend:	
Will food be served at this Event? Caterer? Potluck?	
<input type="checkbox"/> (y/n) There are costs associated to produce Event. If so, how are they recovered?	(Instructor or speaker fees, cost of goods sold, staff costs, etc.)
<input type="checkbox"/> (y/n) Prices & Cancellation plan?	

Email this page, referencing the Event Title to office@cycseattle.org



Step Two: Event Marketing Form

Provide blurb & article (images if desired) 4-8 weeks ahead of event:

Event Title: _____

Event Category: This directs posting to Webpage calendar & banners Social/Educational; Cruising;
(“x” in shaded area and choose all that apply) Racing;

Event Host Name: _____ email to publish: _____

Telltale Copy: Provide a brief blurb outlining the Event: **what** is happening, **when** and **where** with dates and times, **who** should come and **how** to make reservations/register.

(As you would like it to appear. Office will provide event link)

Website Copy: Provide a more thorough event description to provides additional details **that promote the event**. The Telltale blurb and calendar will link to this article. (You may repeat the above blurb in the first paragraph or it may be the entire Web posting.) Include additional information where necessary such as registration, ticket purchasing, waivers, contact information, special equipment, food, bar, etc.

(Please review previous year or other similar event postings for continuity.)

Date:

Time:

Where: Address

Cost:

Contact Information:

Additional Info:

Photos/Graphics: If you like, send a picture to office@cycseattle.org There are banners from previous year’s events available as well.

Email this page, referencing the Event Title to office@cycseattle.org

Step Three: Volunteer Task Form

The Event Host should not do everything!



The more specific you can be about what & when needs to be done, the more successful you will be in getting people to say yes. (i.e We need help to set up the Clubhouse on Friday from 4-6 PM.) Recruiting extra volunteers helps last minute situations.

Basic Event Tasks:

Position:	Names	Date & Time:
Event Host: Oversee the details and be the point person for communication with Office Staff and Bd. Committees	_____	
Day of Event Person(s) in charge		
Greeter/ Greet attendees, handout or make name tags, introduce members to each other, direct guest to sign guest book	_____	
Room Set-Up Shift & Clean-Up Shift: Set up/Clean up the room, assist with Bar set-up/clean up, tables and chairs set for next event, clear soiled linens, trash to dumpster, etc	#__ Set-Up #__ Clean-Up	
Participant Outreach: Oversee club signs, QR code and direct contact with potential attendees.	_____	
Merchandise Salesperson: Oversee set up & sales of merchandise during Event Bar has registers for you to use	_____	

More Event Roles: Cross out any positions that don't apply to your event

Position:	Names:	Date & Time:
Food Server, opening shift & closing shift: Help with room set up, Assist the Chef in serving food and taking tickets/money, bus tables, offer bar tender assistance.	#__ Set-Up #__ Clean-Up	
Bar Tender & Bar Back: Your help in recruiting is appreciated. Ask office about Liquor regulations.	_____	
Merchandise Salesperson: Oversee set up & sales of merchandise during Event Bar has registers for you to use	_____	
Volunteer Recruiter: Make personal contact with Members to serve in positions necessary to produce event.	_____	
Emcee/Trophy Presenter: Thank people that made this event happen, Present CYC talking points for upcoming events and volunteer opportunities, introduces event.	_____	
Race Committee: Serve on Race Committee as Line Caller, Flag Signaler, Timekeeper, Score Keeper, Whaler Assistant.	_____	
Skipper's Meeting Set-Up: Donuts, coffee, process late registration, hand out SI's.	_____	