



Organization Planning for WAVE

I. Administrative Duties

II. Public Relations

III. Veteran Outreach

IV. Shore Side

- A. Pre-Event
- B. Event
- C. Post-Event

V. The Cruise

VI. Food Service

I. Administrative Duties

- ☐ The Administrator shall act as Chairman of the WAVE Committee.
- ☐ Initial letter - All prospective clubs should be notified by mail of an organizational meeting. This letter (see example A) should list the minimum requirements for participation in WAVE. Boats, funds, in-kind donations, equipment, and volunteer staff (pre-event, event and post-event). This letter should be returned, signed by the appropriate yacht club official, at the designated meeting
- ☐ At the initial meeting, collect signed agreements. Set date and location of event. Assign sub-committee heads (It is best that a single yacht club handle the coordination of the Public Relations, the Sail and Food Service.) Discuss fixed expenses (WAVE burgees and memento caps are marketed by FCA Ship's Store at a discount) - order as determined by the committee. Set date for next meeting.
- ☐ Create fund raising packet. Letter of Solicitation (see example B.) Summary of WAVE's history and purpose (example C), as well as adoption and promotion by Florida Commodores Association with articles and photos from past successful events (see examples D), and FCA Foundation tri-fold for tax free donations (see example E)
- ☐ Liability Insurance - Print Liability Disclaimer forms that are to be signed by EVERY participant: skipper; crew, veterans and their guests, and ALL volunteers (see example F)

Administrative Duties *(continued)*

- ☐ Arrange for Color Guard, speaker for Opening Ceremony and entertainment.
- ☐ Call post-event meeting.
- ☐ Send Thank You Letters to sponsors and supporters (see example M)

II. Public Relations

- ☐ Create promotional flyer (see example G), and arrange for posting on the FCA Website.
- ☐ Contact local military bases and public affairs facilities, requesting: internet posting and publication notification; active duty volunteers to act as "boat buddies" for personal transport and stability on the Sail as needed.
- ☐ Establish media coverage: TV; radio; local newspapers and "rags".
- ☐ Publish event program, with listing of support (see example H).

III. Veteran Outreach

- ☐ Create Veteran Registration form and arrange for posting on the FCA Website (see example I).
- ☐ Distribute, with the flyer at all possible veteran organizations, clinics, and businesses likely to be frequented by veterans.
- ☐ Create a detailed data base for event check in, emergency contact, and event records.

IV. Shore Side

- ☐ Pre-Event
 - Create a Volunteer Sign-up Sheet (see example J) to be posted at each participating yacht club.
 - Create a detailed database to be used at check-in.
 - Assign specific tasks based on the Event Task Analysis and Assignment Form (see example K).
- ☐ Post Event: Complete specific tasks as listed. (See example K1 and K2)

V. The Cruise

- ☐ Create Boat Sign-up Form, and arrange for distribution to participating yacht clubs (see example L).
- ☐ Pre-event Skipper's Meeting. Should be attended by all skippers, crew if possible, volunteer dock workers. Burgees should be distributed, Liability Disclaimer forms signed by all in attendance, *and* slip assignments made.

VI. Food Service

- ☐ Menu--"finger food": Regatta Dogs (aka Yacht Club hot dogs); potato chips; "sailing chips" (fresh baked chocolate chip cookies, reminiscent of care packages' from home. Source: Pillsbury cookie dough.)
- ☐ Purchase and deliver food, beverages, paper supplies, pre-baked cookies.
- ☐ Cook and serve lunch
- ☐ The host yacht club should provide coolers and ice for beverages.