



First, thank you for volunteering to Host an Event. That kind of spirit is what makes our Club great! This page contains information regarding invitations, event activities, funding and reporting. Please contact us if you have questions or if we can be of help in any way.

### **Event Planning**

Begin with an end in mind--what is critical for your event's success--your event team, site availability, capacity to handle the expected attendance, refreshments, entertainment and cost.

Please check with Harbor Masters to avoid double booking of events at the harbors.

### **Funding**

Generally, all events are expected to break even; meaning all expenses should be covered by the attendance fee. All printing and mailing costs are paid by the Club. If you would like to consider live entertainment, that has to be discussed with the Cruise Fleet Captain. You can use the proceeds of the 50/50 raffle to offset costs. (note: everyone pays the fee, Hosts, Board Members, VIPs)

Any gratuity for Harbor Masters is at the discretion of the Event Hosts.

### **Invitations/Fliers**

The Club will generate a flier or invitation for your event. Dave Malusi will assist you with your flier once you have all of the necessary information to him. Please send the finalized invitation or flier to either Barb or Pam to proof-read.

Invitations/fliers should be completed at least one month prior to the scheduled event.

### **Event Sign-In/Nametags/50/50 Raffle**

Please make sure we have an accurate list of attendees. Name tags will be provided by the Club along with 50/50 tickets.

### **Pictures**

Please help us promote future events by having someone in your group take pictures with a digital camera and emailing them to [admin@boynecityyachtclub.com](mailto:admin@boynecityyachtclub.com) . Or putting them on a disc and getting it to Dave Malusi, Barb Miller, or Pam Macksey. These pictures will be used in "Docklines" (our newsletter) and on the BCYC website.

### **Event Report**

Please complete the event form with a 100-125 word article about your event including a short summary with highlights, game winners, attendance and people you wish to thank. This form along with the financial report, cash receipts, checks, and a list of who needs to be reimbursed should be given to Barb or Pam within 7 days of the event.

**Do not reimburse committee members for expenses out of cash receipts.** It is more efficient to track expenses if the Club issues checks.

### **Cancellation**

Events should not be cancelled if at all possible. Please contact Barb or Pam before considering a cancellation.

Again, thank you for volunteering. You will have a great time at your event!

### **Cruise Fleet Contacts:**

**Barb Miller (231-582-4444)**

**Pam Macksey (231-675-8999)**