

Tasks to be done by regatta chair, PRO, and volunteer leads		
9-10 months ahead for big regattas:		Name:
<input type="checkbox"/>	pick and confirm date with YC, NWISA/NWYRC, SARC	
<input type="checkbox"/>	seek permits and approvals needed	
<input type="checkbox"/>	determine budget and submit for approval	
<input type="checkbox"/>	Make sure your Emergency Action Plan (EAP) is up to date	
2+ months ahead:		Name:
<input type="checkbox"/>	recruit good volunteers starting with leads	
	<input type="checkbox"/> PRO (lead for OTW, helps with NOR & SIs)	
	<input type="checkbox"/> Food & Clubhouse Mgmt	
	<input type="checkbox"/> House & Grounds (facilities prep, portatoilets)	
	<input type="checkbox"/> Registration/Scoring	
	<input type="checkbox"/> Charter boats	
	<input type="checkbox"/> Dockmaster (guest moorage & repairs)	
	<input type="checkbox"/> Housing	
	<input type="checkbox"/> Judges (OTW? + Protests)	
	<input type="checkbox"/> Safety/Medical (EAP, Extr.Map, Supplies, On call)	
	<input type="checkbox"/> Parking (boats, trailers, cars, signage)	
	<input type="checkbox"/> Swag & Awards	
<input type="checkbox"/>	order swag and awards	
<input type="checkbox"/>	revise NOR and share for review	
<input type="checkbox"/>	send the NOR to TSF at least 5 weeks in advance for review	
<input type="checkbox"/>	TSF will set up registration on your behalf after receiving a draft of the NOR	
<input type="checkbox"/>	ask for housing hosts	
<input type="checkbox"/>	give heads-up to YC members	
<input type="checkbox"/>	seek additional support boats if needed	
<input type="checkbox"/>	update expenses and compare to budget	

1 month ahead:				Name:
<input type="checkbox"/>	revise SIs and share for review			
<input type="checkbox"/>	TSF will post the NOR on the website			
<input type="checkbox"/>	disseminate NOR and waiver			
<input type="checkbox"/>	registration goes live/monitor/answer emails			
<input type="checkbox"/>	plan menu			
<input type="checkbox"/>	confirm volunteer leads and recruit helpers			
<input type="checkbox"/>	create volunteer schedule/assignment spreadsheet			
<input type="checkbox"/>	send volunteer task descriptions			
<input type="checkbox"/>	support and RC boats in good condition?			
<input type="checkbox"/>	charter boats in good condition?			
<input type="checkbox"/>	safety walk of house and grounds			
<input type="checkbox"/>	make sure safety personel know how to rescue capsized boats and sailors, tow boats to safety, and are comfortable with the EAP			
<input type="checkbox"/>	confirm housing			
<input type="checkbox"/>	ask if any members' slips will be available			
<input type="checkbox"/>	reserve port-a-toilets			
<input type="checkbox"/>	make or find welcome/directional signs			
<input type="checkbox"/>	marks/wts/anchors/rode?			
<input type="checkbox"/>	VHFs (1 for shore and 1 per boat)			
<input type="checkbox"/>	decide how to thank volunteers			
<input type="checkbox"/>	update expenses and compare to budget			
Week of regatta:				Name:
<input type="checkbox"/>	update & share volunteer schedule/assignment spreadsheet			
<input type="checkbox"/>	host on-shore and OTW volunteer meetings			
<input type="checkbox"/>	make sure venue is ready (work parties)			

<input type="checkbox"/>	post SIs			
<input type="checkbox"/>	print a few copies of SIs & NOR			
<input type="checkbox"/>	print protest forms (there is no particular form needed)			
<input type="checkbox"/>	print score sheets			
<input type="checkbox"/>	pick up swag			
<input type="checkbox"/>	pick up awards			
<input type="checkbox"/>	confirm housing assignments			
<input type="checkbox"/>	put up signs and notices			
<input type="checkbox"/>	set up regatta notice board location			
<input type="checkbox"/>	buy food, drinks, & supplies			
<input type="checkbox"/>	order or premake volunteer lunches			
<input type="checkbox"/>	make labels for volunteer lunch pick-up & dinner buffet			
<input type="checkbox"/>	organize RC flags, marks, weights, rodes			
<input type="checkbox"/>	top off gas cans and tanks in RC and support boats			
<input type="checkbox"/>	set up charter boats with everything needed			
<input type="checkbox"/>	move and moor support boats, extra floating docks, etc.			
<input type="checkbox"/>	VHFs charged?			
<input type="checkbox"/>	send reminders to those with incomplete registrations			
<input type="checkbox"/>	email blast any logistical info such as parking & weather			
<input type="checkbox"/>	good speakers to play regatta playlist? ;			
<input type="checkbox"/>	return all borrowed boats, equipment, and supplies			
<input type="checkbox"/>	thank volunteers, hosts, and participants			
<input type="checkbox"/>	labeled receipts emailed to regatta chair and treasurer			
<input type="checkbox"/>	update expenses, compare, and revise budget			