

PSC Three-Day Weekend Raft-Up Planning Checklist

| TASK | WHO | Status |
|--|-----|--|
| Pick the General Cruising Area of the Bay and General Route | | |
| Select Marina and Restaurant Combination (at) | | |
| <ul style="list-style-type: none"> List alternative marinas & restaurants--select pair close together or arrange for transport (or short walk) | | |
| <ul style="list-style-type: none"> Call for info: Reservation openings, costs, deposits, POCs, times, menus, etc. | | |
| <ul style="list-style-type: none"> Limit Alternatives | | |
| <ul style="list-style-type: none"> Visit Alternatives | | |
| <ul style="list-style-type: none"> Pick Alternate Marina/Harbor if necessary, repeat | | |
| <ul style="list-style-type: none"> Contracts and Deposits at Restaurant & Marina (Arrange for Microphone and speakers if needed in restaurant.) | | A deposit will hold your reservation. A handshake over the telephone holds nothing; a handshake in person is a little better. And, negotiate an option for more and less by some small amount to take care of last minute adds or drops. Check once per month on your reservations! |
| <ul style="list-style-type: none"> Ensure restaurant and marina deposits are made, as required. | | Coordinate with PSC Bay Commodore and Treasurer to have deposits authorized and paid. |
| | | |
| Select River/Anchorage for Saturday Evening | | |
| <ul style="list-style-type: none"> Alt 1: | | |
| <ul style="list-style-type: none"> Alt 2: | | |
| <ul style="list-style-type: none"> Alt 3: | | |
| <ul style="list-style-type: none"> Alt 4: | | |
| Down Select: | | |
| | | |
| Determine Charter and Season Boat Options with Bay Commodore | | Keep Training Commodore in Coordination Loop |
| <ul style="list-style-type: none"> Develop Budget for Bay Commodore (BC) | | Example: [4 Premium boats, 2 Season boats, + prizes, + misc...] should equal [Crew Payments; Skippers = 1/2 berth rate] |
| <ul style="list-style-type: none"> Receive Rate and Payment Schedule from BC | | (Example: Year 2002 Rate: \$90NLT90d/\$70NLT60d/\$80LT60d) |
| <ul style="list-style-type: none"> Receive Charter and Season Boat List from BC | | Work with Bay Commodore and his/her assistants on procuring the right boats. Base the requirements for boats on skipper requests and number of crew and number of crew wanting training.* |

| TASK | WHO | Status |
|--|-----|--|
| <ul style="list-style-type: none"> Ensure boat deposits are made | | Coordinate with PSC Bay Commodore and Treasurer to have deposits authorized and paid. |
| | | |
| <p>Ensure final payments are made on Charter Company Boats</p> | | <p>Unpaid balance is usually required in the Charter Company Office(s) NLT 30 days before the trip.</p> |
| | | |
| <p>Collect Crew Reservations and Payments--give data to Q</p> | | <p>Q = Co Coordinator, Raft Captain, Self, or Anyone keeping track of the data and/or making crew assignments</p> |
| <ul style="list-style-type: none"> Collect & record crew reservations and payments -- give data to Q | | |
| <ul style="list-style-type: none"> Send payments to PSC Treasurer | | <p>DO NOT HOLD CASH OR CHECKS!!!!!!!!!!!!!! MAIL THEM RIGHT AWAY TO THE TREASURER!! Make a Copy!</p> |
| <ul style="list-style-type: none"> Update Bay Commodore and Training Commodore on Crew and Skipper Status | | At least every couple of weeks initially, then once per week the last month. Include as CC on all emails. |
| | | |
| <p>Make crew assignments -- list</p> | | |
| <ul style="list-style-type: none"> Coordinate with Training Commodore | | *Bay Instructor or Senior Bay Instructor with Bay Candidates wanting training or evaluations, respectively; Use Bay training (Season) boats first. |
| <ul style="list-style-type: none"> Ask Skippers who they want or don't want on their boat! Note which are demands vs. requests. Ask Crew for their preferences for skippers and crewmates. | | *Give the Skippers most choices. Give newer skippers more experienced crew. Give each skipper at least one very experienced crewmember. Even up the numbers if possible, male and female. Get skipper "desires" for boat size, manufacturer, charter company selection, location selection, etc. |
| | | |
| <p>Develop an Owner-Boat List</p> | | |
| <ul style="list-style-type: none"> Ask Owners to join RU, dinner, and marina. | | |
| <ul style="list-style-type: none"> Boat Names, skippers, and crews | | |
| <ul style="list-style-type: none"> Add to Cell Phone List | | |
| | | |
| <p>Develop RU Packages for Skippers & Owners</p> | | |
| <ul style="list-style-type: none"> Raft Up Captain Designation | | X |
| <ul style="list-style-type: none"> Raft Up Coordinator Designation | | Y |
| <ul style="list-style-type: none"> Raft Up Co Coordinator Designation (if any) | | Q |
| <ul style="list-style-type: none"> Make a master list of everything | | Use a spreadsheet to manage this. Include columns for berth payments, dinner payments, slip payments, and payments for deposits and final charter |

| TASK | WHO | Status |
|--|-----|---|
| | | payments. |
| <ul style="list-style-type: none"> • Make lists of boats, crews, cell phone numbers, and payments. | | Include columns for berth payments, dinner payments, and slip payments. |
| <ul style="list-style-type: none"> • Joint Venture Agreements | | Include an explanation of shared expenses on back of form |
| <ul style="list-style-type: none"> • Obtain boat specs and diagrams | | Get from Charter Companies and scan or find on internet. |
| <ul style="list-style-type: none"> • Write VHF Radio Procedures | | Common freq. for hailing predesignated hailing times, and freq. for entering raft up. |
| <ul style="list-style-type: none"> • Develop list of Marina Costs, Contact Info, Location | | |
| <ul style="list-style-type: none"> • Restaurant Costs, Gratuities, Time, Location, Menu, including ground transportation if needed, Contact Info. | | |
| <ul style="list-style-type: none"> • Cruise Route Directions | | |
| <ul style="list-style-type: none"> • Provide Sample Crew Package for Skippers (E-copy ahead of time!) | | |
| <ul style="list-style-type: none"> • Saturday Night RU Anchorage Directions | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> • RU Anchorage Location (Name, Lat/Lon), Time, & Radio and Entering Protocols | | |
| <ul style="list-style-type: none"> • RU Theme Directions | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Specifics for Saturday Night • Specifics for Sunday Night • Theme materials per Boat • Theme Directions | | |
| | | |
| Saturday Night Raft Up Directions | | |
| <ul style="list-style-type: none"> • Location (Name, Lat, Lon) | | P = Primary; S = Secondary |
| <ul style="list-style-type: none"> • Designate Raft Captain | | X |
| <ul style="list-style-type: none"> • Raft Up Configuration | | (Ex: Star Primary; Linear Secondary) |
| <ul style="list-style-type: none"> • Entering Raft Up Protocols | | Time, VHF Freq., Who Anchors, etc. |
| <ul style="list-style-type: none"> • Foul Wx Plan | | |
| <ul style="list-style-type: none"> • RU Theme Directions and Materials | | |
| <ul style="list-style-type: none"> • Costumes | | |
| <ul style="list-style-type: none"> • Food | | |
| <ul style="list-style-type: none"> • RU Theme Directions/Rules | | |
| | | |
| | | |
| | | |

| TASK | WHO | Status |
|--|-----|---|
| RU Dinner at Restaurant - Sunday | | |
| <ul style="list-style-type: none"> • Marina Costs, Contact Info, Location | | |
| <ul style="list-style-type: none"> • Restaurant Costs, Gratuities, Time, Location, Menu, Transportation | | |
| <ul style="list-style-type: none"> • Costume directions | | |
| <ul style="list-style-type: none"> • Coordinate Entertainment | | |
| <ul style="list-style-type: none"> • Coordinate Special Events/Toasts | | Bob's Birthday! (MDRU); Special Toasts; New Bay Skippers; etc. |
| <ul style="list-style-type: none"> • Obtain Party Favors | | |
| <ul style="list-style-type: none"> • Prepare Restaurant/Theme/MC's Script | | Outline the events of the evening in the restaurant and what the MC should be saying, doing, etc. (Also, see special events, above.) |
| <ul style="list-style-type: none"> • Prepare Commodore's Address | | Give Commodore something to say about the event and raft up, individual "thank yous" to the raft up coordination team, and something nice about the club and what is coming up in future club events. |
| <ul style="list-style-type: none"> • Obtain Prizes | | For Best Boat Decoration on Saturday, Best Costumes on Sunday, Best Navigation Score, etc. |
| | | |
| Publicity | | |
| <ul style="list-style-type: none"> • Emails twice per month -- emphasize theme and early bird discount rates, berths still open, theme prizes, etc. New and old members, experience not needed. | | Start FIVE months out to influence those wanting Premium Boat Berths, which requires an earlier payment. Press hard with emails through entire period. Update on number of berths still open. |
| <ul style="list-style-type: none"> • Newsletters once per month -- emphasize above, and update on route, marina, and restaurant | | Include an article and a flyer if possible. |
| <ul style="list-style-type: none"> • Membership Meeting -- Same | | Color Flyers and Sign Up Sheets. Tell/show people where we are going. |
| <ul style="list-style-type: none"> • Membership Drive -- Flyers and Prompts for Discussions | | Hand out Raft Up flyers at Membership Drives. Discuss the general nature of these cruises. |
| <ul style="list-style-type: none"> • Flyers/Pitch at each WTP Session | | |
| <ul style="list-style-type: none"> • Basic Sail Training Classroom Sessions (2 per class) | | |
| <ul style="list-style-type: none"> • April, May, June, and Sep Classes | | |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Flyers and pitch at evening's classroom session | | Visit each classroom session and explain the Bay cruising program, the upcoming raft up(s), and give out flyers. Take reservations. |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Discussions during OTW training | | Contact the Chief Instructor to ensure he/she and the other instructors talk about the raft up and Bay cruising program during OTW training. |
| <ul style="list-style-type: none"> • | | |

| TASK | WHO | Status |
|---|-----|--|
| <ul style="list-style-type: none"> Website -- Flyer, change as necessary -- update | | |
| <ul style="list-style-type: none"> Members with boats -- emails and phone calls | | |
| <ul style="list-style-type: none"> More Frequent emails 45 - 30 days way from the event ~ weekly. | | |
| <ul style="list-style-type: none"> Email Skippers and Crew about Club Membership Meeting to Discuss Raft Up Plans for each boat. Also, advise to bring money for dinner and slip. | | |
| <p>Order & Pick up</p> | | |
| <ul style="list-style-type: none"> Prizes | | |
| <ul style="list-style-type: none"> Party Favors | | |
| <ul style="list-style-type: none"> Game Materials | | |
| <p>Party Favors & Game Materials</p> | | |
| <ul style="list-style-type: none"> Materials for Theme | | |
| <ul style="list-style-type: none"> Party favors at Dinner, Sunday | | |
| <ul style="list-style-type: none"> Name Tags (both evenings) with Theme Graphics | | |
| <p>Ensure final payments are made on Charter Company Boats! At least 30 days before the event!!</p> | | <p>Unpaid balance is usually required in the Charter Company Office(s) NLT 30 days before the trip.</p> |
| <p>Email/Conduct Meeting With Skippers</p> | | <p>In General, at the Skipper's Meeting at the Membership Meeting before the Raft Up:</p> |
| <ul style="list-style-type: none"> Email as much as possible to Skippers at least a week before Membership meeting so they can make their crew packages. Walk through the entire plan for the weekend. Have a long-range wx forecast available. | | <p>Raft-Up Coordinator cover all preparations in place and elements of the crew package and joint venture agreement with skippers, except the raft up details--see next below:</p> |
| <ul style="list-style-type: none"> At Membership meeting, hand out one copy of these materials. Plus, hand out unique or new materials and lists in enough quantity for crews too. | | <p>Raft-Up Captain should explain to all skippers the raft-up anchorage, protocols for entering the raft up, raft-up configuration, foul weather plan, and VHF radio procedures and channel. Answer questions about the planned route for the weekend.</p> |
| <ul style="list-style-type: none"> Collect money for Dinner that night, if so planned. Collect money for Slips that night, if so planned. | | <p>Raft-Up Coordinator: you want to collect money for dinner and slips before the raft up to minimize the amount of money you might get "stiffed." Collect at this meeting. Skippers will be meeting</p> |

| TASK | WHO | Status |
|--|-----|--|
| <ul style="list-style-type: none"> (Ask Skippers to front as much money for absent crew as possible to minimize collections during the Raft Ups.) | | <p>with their crews after your meeting. Allow time for this. Have the Skippers front money for crew that don't attend this meeting.</p> |
| <ul style="list-style-type: none"> KEEP UP WITH LAST MINUTE CREW CHANGES AS BEST AS POSSIBLE. Remember, no refunds, unless for a very good reason, approved by the Bridge. Dropping crew must find a replacement. (But, you might have crew on a waiting list!) | | <p>MAKE YOUR CELL PHONE NUMBER AVAILABLE TO ALL AND KEEP A CREW AND SKIPPER LIST OF PHONE NUMBERS NEARBY TO MAKE LAST MINUTE CHANGES. You are working this realtime, on the run! Make the most of it. Don't be disappointed if you can't accommodate everyone!</p> |
| | | |
| DURING RAFT UP: | | |
| <ul style="list-style-type: none"> Appoint some people to take photos for the newsletter (NL). (Digital photos get to the NL editor faster.) | | <p>If someone can write, have him or her make some notes along the way for an article.</p> |
| <ul style="list-style-type: none"> Keep track of who comes and doesn't. | | <p>You'll need this info for the marina, restaurant, and for the NL article.</p> |
| <ul style="list-style-type: none"> At Marina, check in with Office and give them latest status of incoming boats. | | <p>If you won't be the first boat into the marina, then ask the skipper on the most likely first boat into the marina to make this contact.</p> |
| <ul style="list-style-type: none"> Before dinner, establish contact with the restaurant POC. | | <p>If you'll be late to dinner, again ask someone who will be early to do this for you.</p> |
| <ul style="list-style-type: none"> Arrange for Microphone and speakers if needed in restaurant. | | |
| <ul style="list-style-type: none"> Collect any dinner money not already paid. | | |
| <ul style="list-style-type: none"> Settle up with Restaurant | | <p>Pay any remaining bills. Arrange with Treasurer how this payment will be made: PSC Check, Cash, or some combination of both?</p> |
| | | |
| Follow-Up Action After Raft Up | | |
| <ul style="list-style-type: none"> Make final report to BC and Treasurer | | <p>Report on final bills and payments for boats, marina, restaurant, publicity, flyers, games, and prizes.</p> |
| <ul style="list-style-type: none"> Make a lessons learned report to the Bay Commodore. | | |
| <ul style="list-style-type: none"> Submit an article and photos to the Newsletter Editor. | | <p>Coordinate effort of others on raft up for submission to Editor.</p> |
| <ul style="list-style-type: none"> | | |
| <ul style="list-style-type: none"> Plan to Mentor another Person Next Year. | | |