

## **Boyne City Yacht Club Host Guidelines**

Thank you for volunteering to host a BCYC Event. The following list contains information regarding fliers, event activities, funding and reporting. Please contact Barb Ellwanger or Cindy Binder, Cruise Fleet Co-Captains, if you have any questions.

### **1. Event Planning**

- Identify your event team.
- Confirm your site availability to avoid double bookings, especially with Harbormasters.
- Confirm capacity to handle expected attendance.
- Confirm necessary costs associated with the site of event.

### **2. Funding**

- All events are expected to break even, with expenses being covered by the event fee.
- If you require a deposit or there is a need to prepay a large expense, allow enough time for a check to be issued by the Treasurer.
- Please discuss possible live entertainment with the Cruise Fleet co-captains.
- Proceeds from the 50/50 raffle can be used to offset costs of your event.
- Any gratuity for the Harbor Masters is at the discretion of the Event Hosts.

### **3. Fliers**

- The Hosts are responsible for creating the event flier. Contact the Cruise Fleet co-captains if you need assistance.
- The Cruise Fleet co-captains must approve the flier before it is sent to the BCYC membership. Be sure to include all pertinent information about your event.
- **Please start early, as we need to post and distribute the completed flier at least one month before the event.**

#### **4. Event Sign-in**

- Please make sure you have an accurate count of attendees.
- We will provide name tags and 50/50 raffle tickets for your use.

#### **5. Pictures**

- Please arrange for someone to take photos at your event.
- Photos will work best in horizontal (landscape) format.
- Contact Barb or Cindy to subscribe to PhotoCircle app to share the photos with the club.

#### **6. Event Report and Financial Report**

- **Within 10 days of the event, submit both completed forms to the Cruise Fleet co-captains.**
- Turn in cash, receipts and checks to one of the Cruise Fleet co-captains.
- Do not reimburse anyone for expenses out of cash receipts.
- The BCYC Treasurer will issue reimbursement checks.
- In your Event Summary, be sure to include people you wish to thank.

#### **Cruise Fleet Co-Captains**

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