

First, thank you for volunteering to Host an Event. This is the spirit that makes our Club so great! These pages contain information regarding fliers, event activities, funding and reporting. Please contact Barb Ellwanger or Cindy Binder, Cruise Fleet Co-Captains, if you have questions or if we can be of help in any way.

### **Event Planning**

What is critical for your event's success: your event team, confirmation of site availability (particularly with Harbor Masters to avoid double bookings of events at marinas), the venue's capacity to handle the expected attendance, refreshments, entertainment and cost.

### **Funding**

Generally all events are expected to break even. Ideally all expenses should be covered by the event fee. If you require a check for a deposit or to prepay a large expense, please allow sufficient time for the BCYC Treasurer to issue one. The Club pays for printing and mailing costs for invitations. If you would like to consider live entertainment, please discuss this with the Cruise Fleet Co-Captains. You can use the proceeds of the 50/50 raffle to offset costs. (Note: Everyone pays the fee, Hosts, Board Members and VIPs.) Any gratuity for the Harbor Masters is at the discretion of the Event Hosts.

### **Fliers**

The Hosts are responsible for creating the flier for their event. Barb Ellwanger or Cindy Binder will assist you with the design and setup of your flier once you have all the necessary information to them. Please send the finalized flier to Barb or Cindy to proofread. You must then forward the flier to Barb or Cindy for posting to our website and to the Membership Director (Gibby Underdown) for distribution to our membership. Remember that this back and forth process can take some time, so plan accordingly and start early.

***Fliers should be completed at least one month prior to the scheduled event.***

### **Event Sign-In/Name Tags/50/50 Raffle**

Please make sure you have an accurate count of attendees. The Club provides nametags, nautical napkins, nautical paper plates, cups, plastic ware and 50/50 raffle tickets unless you have a specific theme.

### **Pictures**

Please arrange for someone to photograph your event. See attached Webmaster Guidelines.

### **Event Report and Financial Report**

Please complete the Event Report Form with a 125-200 word article about your event. The report should be a summary of your event and include game winners, attendance and persons you wish to thank. This form along with the financial report, cash, receipts and checks should be given to Barb or Cindy within 10 days of the event. ***Do not reimburse anyone for expenses out of cash receipts.*** It is more efficient to track expenses if the Treasurer issues checks. These reports are now available online on our website under the tab Cruise Fleet at the bottom of the page. Option to print off and complete or complete online and scan and email us the copies of your receipts.

### **Cancellation**

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

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

### ***CRUISE FLEET CONTACTS:***

***BARB ELLWANGER 231-675-1915***

***bjellwanger@yahoo.com***

***CINDY BINDER 248-421-3117***

***cynbinder@gmail.com***

## **BCYC Website Picture Guidelines from the webmaster**

1. We understand that smart phones are the way most of us take many of our pictures. We find that often the resolution is not even close to what we get with even a cheaper digital camera. It is highly recommended that BCYC event pictures are taken with a digital camera with the settings on the highest possible resolution.
2. If you are taking pictures indoors, we recommend that some be taken with flash (if you have a red eye reduction feature use it). A mixture of flash and no flash is a good idea.
3. We place the pictures on the website in a horizontal format. If we receive vertical format pictures we have to crop them to fit. You may lose content you consider valuable if you take vertical pictures.
4. Please go through your pictures and remove any that are blurry or out of focus.
5. After your event, you can either mail your camera SD card, a “jump” drive, or a burned CD or DVD to Barb Ellwanger or Cindy Binder, email them (you will probably have to do a few at a time if your pictures are high resolution) to [admin@boyncityyachtclub.com](mailto:admin@boyncityyachtclub.com). If you need your media back (SD card, jump drives, or burned media), add a note with the address and we will return them when we are finished.
6. Another method recommended is through a free service called “Photocircle”.

**Thank you for helping to make our website better!**

