

**Open Meeting Check List      Event Organiser : Fleet Captain**

<b>Year/Weeks/days before event</b>	<b>Job to be done</b>	<b>What it entails</b>
<b>Previous summer</b>	Arrange date for Open meeting with <b>Sailing Secretary and Class Association</b>	Usually about the same date each year. Talk to <b>previous class captain</b> .
<b>Previous Sept /Oct</b>	<b>Confirm date</b> in club programme	
	<b>Arrange Race Officer and crew - 2 or 3 ARO SB crews</b> <b>Two shifts of 2 for Tea Bar</b> Helpful to have associates of sailors on Tea Bar	By negotiation - you can ask who you would like to be RO Liaise with the RO about rest of crew.  They are there anyway.
<b>Previous Nov/Dec</b>	Confirm <b>correct duties are in Dutyman</b>	Talk to <b>Dutyman co-ordinator</b> if not
<b>January/February/ March</b>	<b>ORDERING PRIZES</b> <b>Forecast</b> likely numbers to give income for event Agree <b>entry fee</b> Agree number of prizes - about 25-30% of income Arrange style and <b>ordering of prizes with Race Officer and other fleet captains.</b> <b>Liaise with Office to order the prizes</b>	<b>Liaise with Race Officer.</b> Estimate from previous year's event. File in RO cupboard See last year's fee and what other local Open meetings are charging It is good to get all season's prizes for adult Opens at once. Topper/Oppy usually make their own selection for suitable ones ( Shield/medal/model etc??)
<b>2 months before event</b>	<b>PUBLICITY</b> Check with <b>Race Officer</b> that <b>NOR and SI</b> are correct for your class and on web site. Ensure details are on web site Arrange <b>poster</b> with <b>Office</b> . Take copies of poster to local clubs who sail your class Check <b>on line registration with Office</b> Advertise on class web site. E mail previous competitors and rally your class members	Ensure the entry fee, start time and date are correct on web site and poster        The Office may have the details or you can find them from last year's entries
<b>1 month before event</b>	<b>Contact previous winner to ensure return of trophy</b>	<b>Office</b> has details of previous trophy winner. Persuade him/her to bring his friends with him!
<b>2 weeks before event</b>	<b>DUTIES</b> Check <b>all duties filled</b> on Dutyman . + you will need <b>Entry desk, Beachmaster, Rules Mediator, Results Officer</b>	Talk to your <b>RO</b> who should check his/her team are still available. Check Tea Bar filled. Sometimes you just need to check there are people in post

