

## MBYC TIMELINE FOR PLANNING A CRUISE EVENT



1. **ASAP** Call the marina and reserve your spot. Email or fax the marina a tentative roster of boats that usually attend cruising events (about 10 – 12 boats). You can always add or subtract a boat or two as you get responses to your flyer. Your roster will contain the boat name, captain, LOA, beam, draft and if a port or starboard tie is requested.
2. **ASAP** Ask the marina to email you special forms/instructions they may require, Ask for their cancellation policy and Ask the amount they charge for dockage (some marinas give special discounts for the number of boats). Also, if you want to include Docktails, Ask if there is a place at the marina to have docktails and if there is a charge for the use of their facility.
3. **SEND OUT FLYER** to Baylines (Nancy Gady) and MBYC Website (Charlie Skillern) one or two months in advance of the event. The deadline for the Baylines is the 26<sup>th</sup> day of the month before. (A March event should be in the January/February Baylines.) If you would like help with the flyer, please contact the Fleet Captain.
4. **EMAILS/MONDAY MADNESS** – talk up the trip and let everyone know about activities planned and/or other boats signed up to go. Also communicate any changes or concerns.
5. **ONE MONTH – TWO WEEKS PRIOR** – Call marinas again with any updates and/or required information, i.e. credit cards. Call restaurants for any dinner reservations, etc.
6. **ONE WEEK – FEW DAYS BEFORE DEPARTURE** – Call a Captain's meeting. Give everyone the weather/marine conditions, tides, departure time and place, and a schedule of events. Select a radio Channel to monitor during the trip (usually 72).