

North Star Sail Club

Cruise Host Guidelines

- **\$5 per family/boat participation fee to be collected by cruise hosts**
- **Cruises are to be self funded by event fees charged to cruise participants**
 - Cruise hosts should create a simple cruise budget
 - Fees need to be charged to offset expenses – balanced budget required per cruise
 - NSSC should NOT be charged for any expenses (exception may be for deposit coordinated through cruise program chairman) as these should come from cruise participant fees
 - Take deposit to cover dockage or other required fees.
- **Contact Port / Establish Cruise Date:**
 - Establish contact with the port where cruise is to be planned.
(*This may be as much as one year in advance for some locations and dates.*)
 - Establish any requirement for reservations/fees in advance.
- **Determine Port Requirements:**
 - Are there any special requirements of the port?
 - Number of reservations that can be made?
 - Entrance to locations?
 - Construction/hazards?
 - Arrival/departure requirements?
- **Event PR**
 - The membership must be aware of the details 3-4 weeks in advance of cruise – or longer if special requirements for reservations are required (cruise host decides what is appropriate)
 - Hang flyers at club house & place copies in rack (can email Claudia – clubmanager@northstarsail.org)
 - Print in Tell Tale – send copy to Tell Tale Editor (Vic Camaio – vcamaio415@wideopenwest.com)
 - Flyers must be at club house before 1st of month to be stuffed into Tell Tale
 - Post on web site -- send info to Michael Clow -- mdclow@warmgear.com
 - Info needed
 - Must include: date(s) & time(s)
 - Directions
 - What is the best way to get there from NSSC?
 - Departure coordination (leave from clubhouse in group at ??)
 - Map/chart available
 - Reservations: required by?
 - Costs: Fees to be charged? Deposit? Refundable if no-show?
 - Cruise host contact info
- **Cruise Activities:**
 - Cruise host determines this. Cruise “themes” are encouraged, but not required.
- **Wrap-up – after cruise**
 - Write an article for the Tell Tale reviewing the event
 - Send a cruise report to the cruise chairman including list of attendees, port contacts, copy of flyer, any reimbursable receipts, income/expense summary
 - Send edited photos to Michael Clow for web site (mdclow@warmgear.com)