

# North Star Sail Club

## Cruise Host Guidelines

- **\$7 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](mailto:clubmanager@northstarsail.org))
  - Print in Tell Tale – send copy to Tell Tale Editor (Vic Camaio – [vcamaio415@wideopenwest.com](mailto:vcamaio415@wideopenwest.com))
  - Flyers must be at club house before 1<sup>st</sup> of month to be stuffed into Tell Tale
  - Post on web site -- send info to Michael Clow -- [mdclow@warmgear.com](mailto: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](mailto:mdclow@warmgear.com))