

**HOSTING AN SYC EVENT**

Hosting an event involves careful planning and coordination to ensure that it runs smoothly and achieves its goals. Here is a step-by-step guide on how to host an event:

**- What are your objectives:**

 Clearly outline the goals and objectives of your event. Identify what you want to achieve, whether it's raising awareness, networking, fundraising, or celebrating a milestone.

**-What is your Budget:**

 There will be a set budget for each event as provided in the SYC Budget. If you feel you’ll need further funding, talk with the Fleet Captain (for Cruises) or the Rear Commodore (for land events). All expenses must include venue costs, catering, equipment rental, marketing, and any other associated costs.

**-Date & Time & Venue**

 All SYC events will have a date & time and venue set out by our Board, so we just ask that you follow those dates. Time can be flexible.

**-Plan the Event:**

Have a daily schedule of activities including meals, sports events, and any other activities you wish to have at the event.

**- Plan the Logistics for the event:**

 Arrange logistics such as equipment, decorations, signage, and seating arrangements. Ensure that all technical aspects, like audiovisual equipment, are in working order. SYC has a storage locker at Pantec Storage 943 Boblett St. Blaine, WA. Ask any SYC board member what is available and how to access the locker.

**-Catering and Refreshments:**

 Most of our events include eating and drinking. Depending on the event. the club will supply the food and on other we require members to pay for themselves and guests. The club does ask members bring their own refreshments. SYC is try to go green so we ask that members bring their own eating and drinking supplies.

**-Advertising your event:**

You can call on our Communications Officer, to get the information out to our members using Borderlines, Facebook and Instagram.

**-Registration:**

 When you are advertising your event have the members RSVP you as soon as possible so you will have an accurate head count.

**-Coordinate Volunteers:**

It is very important to ask for help. Most members are very good at assisting, but it does make it easier if you approach individual members and ask for help. If you can find someone that can take photos that would be great. We don’t want you to do it all yourself.

**-Ensure Security and Safety:**

Let the members know that you are hosting the even and who the cohosts are so if they have a problem, they know who to contact. In our shed we have a club AED (Automatic External Defibrillator) that can be signed out and bring to the event. Having access to a first aid kit is always a good idea.

**-Having a Contingency Plan:**

Anticipate potential issues and have a contingency plan in place. This may involve addressing technical difficulties, handling unexpected changes, or managing unforeseen circumstances, such as weather and access to the venue. Having a cohost helps when changes need to be made at the last minute.

**-Evaluate the Event:**

It’s nice to get feed back from the members so we know if this an event we want to do again or not, or how we can improve it.

**-Finally:**

Please do a write up of the event for our next publication of Borderlines. Adding photos is always appreciated.

Don’t be afraid to approach any of our Board Members if you need Assistance.

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