



## EAST COAST EVENT CO-ORDINATORS

### **MOA Rally Reminders**

A crib sheet to assist Event organisers

#### **INTRODUCTION**

*This is not a set of instructions it is an aide memoire and suggestions for those hosting events and in particular if you are new to the role. Also remember the committee are happy to assist if you need any advice or assistance.*

#### **VENUE**

- Book the venue in plenty of time (As early as possible).
- A place to eat if required.
- Arrange food/drinks etc.
- Timings of any events you may plan – Visits/games/activities.
- What will happen if it rains?
- Organise to obtain the MOA flag – Speak to any committee member to borrow a flag.

#### **INVITE**

Write an invite and arrange to have it sent by e-mail (Bulk e-mail distribution subject to change, branch captain can advise).

Guests will need to know

- Timing of any events
- Any meal choices/Allergies etc
- Arrangements for booking Berths
- Any special notes for arrivals such as inform Host and/or Marina for berthing instructions
- Instructions/parking/access codes for anyone arriving by Car
- Facilitate sailing in company particularly for newcomers.

#### **SUPPORT**

Often a subsidy is available for funding part of the event – Refer to the Treasurer

Organise how meals etc will be paid – refer to Treasurer for support/advice

#### **FOLLOW UP**

This section does include some requests to assist in the support of the MOA east coast publicity to encourage future attendance of the East coast members.

- Please organise someone in advance to take photographs of the event. (A picture paints a thousand words.) Pictures should be as high a resolution as possible (we can always reduce quality if needed). It is suggested that the hosts delegate this task as it usually proves difficult to host and take interesting photos at the same time.
- Please write a short report of the event. This is used for publicity and having numerous styles helps give variety to the reports. Previous reports can be seen on the website <https://moodyowners.org/branches/east-coast/>
- Please make a separate note of the wind strength and weather forecast for the weekend and the number of boats, attendees and Cars that attend.
- Please send the reports photos and the above note to both the East Coast Webmaster and the East Coast Captain.