



## AdventureSail® Event Organizer's Check List

### First steps:

- Contact AdventureSail@womensailing.org with intent to host an AdventureSail
- Identify and make an agreement with a girl's organization that serves girls who are at risk
- identify and make an agreement with a venue for the event
- If your organization has never done an AdventureSail and feel a need for financial assistance WSF can offer reimbursements up to \$200 for a initial event

## TIMELINE

### Four months before event:

- Set date
- Contact the AdventureSail@womensailing.org with date/venue
- Confirm venue
- Order shirts and banner
- Submit donation requests
- Recruit participants and skippers
- Recruit keynote speaker (optional)
- Post "Save the Date" on your social media to announce your AdventureSail event
- Update your website to announce the AdventureSail event

### Three months before event:

- Contact girls' organization
- Send info flier and contact/permission form and waivers for parents
- Offer to present seminars to increase interest
- Solicit skippers

### One month before event:

- Confirm venue
- Confirm participants
- Confirm skippers
- Receive shirts and banner
- Confirm donation requests
- Confirm keynote speaker (optional)
- Confirm weather plan for alternate activity
- If in the budget arrange for scat boat (may need to pay for gas and oil)
- Solicit 2-3 ground volunteers to set up registration/lunch/clean up
- Identify comms person to watch for weather changes and organize boats timely return

### Two weeks before event:

- Contact participant group leader
- Plan for lunch if no donations provided
- Remind to bring waivers, lifejackets (if owned), sunscreen, fillable water bottles for each girl
- Reminder to wear clothing appropriate for the weather event day
- Update event itinerary

### One week before event:

- Send to formal reminder emails:
  - skippers
  - venue host
  - participant group leader
  - keynote speaker
- Arrange for life jackets (ask for all youth sizes you can get and several adult jackets from USCG recreational boating safety program manager, USPS yacht club or sailing center)
- Check weather forecast — switch to poor weather plan if forecast looks bad

### One day before event:

- Check weather forecast (include inclement weather details in reminder email)
- Pick up five gallon water jugs to fill bottles and a few small water bottles
- Pick up or arrange snacks (if in the budget)
- Sort life jackets
- Print copies of waivers and bring pens
- Bring t-shirts and AdventureSail banner
- Print itinerary and contact list for skippers (include emergency and inclement weather info)
- Send to casual reminder emails:
  - skippers
  - venue host
  - participants and group leader
  - keynote speaker

### Day of event:

- Confirm weather outlook
- Hang AdventureSail banner
- Collect waivers
- Distribute t-shirts to participants
- Fit life jackets
- Fill water bottles (distribute disposable bottle if they forgot)
- Confirm schedule with skippers
- Prepare venue for post sail activities
- Run post sail activities
- Take photos (group shots in front of AdventureSail banner)

### After event:

- Send thank yous to skippers, keynote speaker, donors
- Post to your social media and website
- Submit press release and photos:
  - National Women's Sailing Association for newsletter [AdventureSail@womensailing.org](mailto:AdventureSail@womensailing.org) social media
  - your community press contacts
- As soon as possible return (or forward per instructions) any unused tee shirts and AdventureSail banner
- Submit receipts and reimbursement forms within two weeks after event
- Encourage participants to apply for sailing camp scholarship
- Maintain mentorship through other sailing related events throughout the year.

For question or further assistance contact Val Cook at [AdventureSail@womensailing.org](mailto:AdventureSail@womensailing.org)

# ADVENTURESAIL® REIMBURSEMENT REQUEST

Please attach scanned receipts to email submission within two weeks after event.  
All expenses for reimbursements must be approved.

AdventureSail® date: \_\_\_\_\_ AdventureSail® location: \_\_\_\_\_

Person to be reimbursed: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

expenditure date \_\_\_\_\_ Vendor \_\_\_\_\_

return banner     return shirts     other \_\_\_\_\_ total amount \_\_\_\_\_

Signature \_\_\_\_\_ date \_\_\_\_\_

email form and receipts to:

[adventuresail@womensailing.org](mailto:adventuresail@womensailing.org), [joan\\_thayer@comcast.net](mailto:joan_thayer@comcast.net), [treasurer@womensailing.org](mailto:treasurer@womensailing.org)

**Women's Sailing Foundation is a 501 (c) 3 educational organization with the mission of enriching the lives of women and girls through education and access to the sport of sailing. VISIT US AT [womensailing.org](http://womensailing.org)**