



Nottinghamshire County Sailing Club

Open Event Checklist

Task	Comments	Notes
Event notified to Sailing Committee (SC)	Usually at SC meeting after AGM	
Event date and fees agreed and published on Club calendar	Liaise with webmaster	
Event publicised	Both to club members and relevant Class Associations	
Principal Race Officer (PRO) + Team identified	Liaise with Duties Secretary	
Notice of Race (NoR) written	To be agreed by Sailing Secretary	
NoR published	Liaise with webmaster	
Sailing Instructions (SI) Amendment written	To be agreed with PRO	
SI Amendment posted	Signed by PRO and on official notice board	
Galley notified	Numbers and timings expected	
Bar notified	Numbers and timings expected	
Visitor code arranged for gate	Liaise with Works and Ways	
Club officer notified for prizegiving		
Car / trailer parking plan drawn up	If deemed necessary	
Boat launching areas agreed	If deemed necessary	
Visitors information leaflet written	If deemed necessary	
Visitors info leaflet printed	If deemed necessary	
Event duties assigned as required	Car parking / Registration / Beachmaster / Results collation	
Event registration document written	Advice available from Sailing Sec if required	
Event registration document printed		
Event prizes agreed	Liaise with Sailing Secretary	
Trophies ordered	Ref Majestic Trophies	
Trophies collected and available		
Road signage positioned	Guidance from A612 to Club	