



AdventureSail® Day Event Suggested Organizer's Checklist

First steps:

- Go to <https://womensailing.org/apply-for-adventuresail-day/> to complete an application to host your AdventureSail
- Identify and make an agreement with a girl-serving organization
- Identify and make an agreement with a host/venue for the event
- If your organization has never held an AdventureSail and there is a need for financial assistance WSF may offer limited, qualified reimbursements for an initial event
- While the second Saturday in August is the National AdventureSail Day, you may select an alternate date when you apply

TIMELINE

Three months before event:

- Seek venue
- Recruit participants and skippers
- Update your emergency action plan if needed
- Post "Save the Date" on your social media to announce your AdventureSail Day event
- Update your website to announce the AdventureSail Day event
- Contact girls' organization
- Send info flier and link with 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
- Order drawstring bags (limited supply available)
- 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 VHF operator 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
- Reminder to participants to complete waivers
- Reminder to participants to bring: lifejackets (if owned), sunscreen, fillable water bottles for each girl and to wear clothing appropriate for the weather event day
- Update event schedule if needed

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, your State Boating Department, 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 list of participants for check in
- Bring drawstring bags (if available) and pick up at printer or print and bring an AdventureSail sign
- Print schedule and contact list for skippers (include emergency and inclement weather info)
- Send reminder emails to:
 - skippers
 - venue host
 - participants and group leader
 - keynote speaker

Day of event:

- Confirm weather outlook
- Hang AdventureSail signs
- Update check in
- If available, distribute drawstring bags 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 with AdventureSail sign(s))

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, social media
 - your community press contacts
- If applicable, write a letter for one girl to apply for Learn to Sail scholarship
- The AdventureSail was successful.

Consider maintaining mentorship through other sailing related events throughout the year.

For question or further assistance contact AdventureSail@womensailing.org