

| PROFORMA OF FUTURE REGATTAS FOR CONSIDERATION | |
|---|--|
| CHECKLIST FOR REGATTA | DETAILS |
| Time line | Prepare a timeline to ensure all jobs are completed promptly, and that all Authority Approvals are obtained |
| Administration - Council | Request a booking for the proposed date, and confirm on the day if possible. Laguna bay application one year in advance is preferable Obtain the Temporary Event Application Form and assess the standard conditions to start the process. |
| Julie Duncan ph 5329 6306 | Julie is the current Property Officer that I deal with |
| Maritime Safety Queensland | Once the date is confirmed, apply to the Tewanin Transport for the approval. The previous fee was \$39.00 |
| First Aid | Sunshine Coast First Aid Volunteers , Nakita 0482 593643 |
| Team Leaders | Call for willing Team Leaders to take charge of their Tasks with direction from the Event Co-ordinator * Early Leaders include - Race Director, Catering, Covid, Safety Boats, Site Plan Layout,* Juniors Races The initial Application will need input from these leaders for both Council and Maritime Authorities Note - The Laguna Bay Regatta is complex and usually takes up to 3 months after the application is lodged, so aim at 4 months prior event. |
| SQZ approval | Forward a copy of the completed Race Programme to SQZ (From Race Director) |
| Expand the Team Leaders | Once the initial work to form a submission to Council and Maritime are lodged, the rest of the Team Leaders can be included * Traffic Management / Parking, * Corporate, * Advertising and Signage, * Site Plan Development, * Gear and Equipment Control * First Aid, *Canoe Relocations, Tent Set Ups, *Toilet Hygiene, *Safety Officers, * Rubbish Control, * Canoe Hire, * MC and PA, * Raffles Once these Team Leaders have been appointed, the Event Co-Ordinator will call meetings to determine progress and get feed back. |
| Advertising in local Papers / Media | This is a Council Requirement and to our benefit |
| Job Allocation | The Team Leaders to define their job allocations as they expand their teams |
| Maps and Race Course Plans | The Race Director to provide the Race Day Plans and shall be distributed to our invited Clubs during the advertising phase. |
| PA and Music | Ensure that all Council directives are considered |
| Notifications | We Must advise the Businesses and the Local Residents of our Event, either by Mail Drop or verbal with confirmation |
| Generator and Power | Maintenance boys to arrange the Generator and any power requirements for PA, Refrigerated Trailer etc. |
| Catering | Every group of Paddlers are urged to offer their time and energy as this goes all day |
| SQZ Requirements | President and the Covid Co-ordinator to follow up on any restrictions or AOCRA directives we have to manage and report back to all |
| Traffic Control | Laguna Bay Parking - We have a planned layout that the Council has been happy with for the last 4 Regattas Trailers that arrive the night before will have to be allocated in the park. (2 contacts should be available to open the gate and direct them) On the day, parking marshalls are to be on site at 5am to control the trailer arrivals and general traffic for the Event Witches hats and barricades need to be aquired for the management of parking. Council will supply these on application Unloading parameters and access to the laguna Bay needs to be controlled by SES or registered Professional Traffic Controllers. |
| Sponsorship & Marketing | Corporate team Leader to control this |
| Advertising & Promotions | Prizes and raffles to keep the crowd engaged in the days proceedings. Successful at our River Race, thanks Karen |
| Registrations | Generally, our Club Registrar is best suited for this position, possibly with an understudy |
| Race Arrangements | Race Briefing, Safety, Course, Startin and Finishing Procedures to be informed before each Race Aids include a White Board and Satelite view of the different event courses. |
| Assistance Craft | Request the Coast Guard as the Main Safety Boat with other boats to assist, and our Lead Boat in Control with Race Director |
| Markers and Aids | Provide the necessary marking Buoys to define the course including turning buoys etc Starting Flags will be required. |
| Starters and Finishers | Under direction of the Race Director |
| MC Information | Race Director and Committee to provide the Race Day format days prior to our Event |
| Catering | Committee to decide on the Type of Food and Coffee requirements, but must be in line with Covid restrictions and Council Guidelines |

[illegible]