

Regatta Task List

	Task	Category	Sub-category	Responsible Person(s)	Due date	Status	Comments
1	Determine prices	Admin	Regatta Planning	Regatta Chair, MYC Board	5/31/2006		Adult \$80/\$95 early/late Junior \$25, Board boats, \$50/\$65, \$80/\$95 two dinners
2	Determine meal plans/caterer	Dinner	Regatta Planning		5/31/2006		Roche Brothers
3	Prepare budget	Admin	Budget		6/1/2006		Estimate income & expenses
4	Initial regatta meeting	Admin	Regatta Planning		5/30/2006		3-4 people met in May
5	Design Flyers/NOR/Registrations	Admin	Regatta Mgmt		6/30/2006		Changed for single skipper
6	Notify Sharon police of Regatta dates	Admin	Regatta Mgmt		04/15/2006 09/08/2006		Let them know of parking on street
7	Publish flyer on sailmyc.org	Admin	Regatta Mgmt		6/30/2006		SailMYC.org
8	Obtain judges	Race Mgmt	Race Comm		8/25/2006		May not have a judge
9	Decide on list of classes	Admin	Race Comm		6/30/2006		FS A&B, Daysailers, Lasers, Sunfish
10	Decide on breakfast food	Breakfast	Planning Meals		6/30/2006		Usually Dunkin Donuts
11	Obtain lunch caterer	Lunch	Planning Meals		6/30/2006		Roche Brothers
12	Obtain dinner caterer	Dinner	Planning Meals		6/30/2006		Roche Brothers
13	Choose trophies/shirts/gifts	Awards/Gifts	Planning		8/15/2006		Constitution Adv.
14	Create Flyer Distribution list	Admin	Regatta Mgmt		7/15/2006		Diane's PC
15	Create Flyer e-mail list	Admin	Regatta Mgmt		7/15/2006		Diane's PC
16	Create/print labels	Admin	Regatta Mgmt		7/15/2006		no USPS in 2006
17	Distribute flyers by e-mail	Admin	Regatta Mgmt		7/15/2006		Diane's PC

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18	Print Flyers	Admin	Regatta Mgmt		7/15/2006		Diane's PC
19	Get stamps	Admin	Regatta Mgmt		7/15/2006		no USPS in 2006
20	Distribute Flyers by regular mail	Admin	Regatta Mgmt		7/15/2006		no USPS in 2006
21	Pre-registration	Admin	Registration		thru Sept. 9		late after 8/25/2006
22	Obtain ramp management crew	Race Mgmt	Race Comm		8/25/2006		(Friday & Sunday)
23	Obtain/verify Race Committee	Race Mgmt	Race Comm		8/20/2006		
24	Obtain/verify Rescue Committee/Judges Boat (if any)	Race Mgmt	Race Comm		8/20/2006		
25	Obtain/verify Finish Boat crew	Race Mgmt	Race Comm		8/20/2006		
26	T-shirt design/artwork	Awards/Gifts	T-shirts		8/15/2006		
27	Computerize artwork	Awards/Gifts	T-shirts		8/15/2006		Create PDF files
28	Design embroidery for polo shirts/sweatshirts	Awards/Gifts	Trophies		8/15/2006		Use hat design
29	Design embroidery for hats	Awards/Gifts	Hats		8/15/2006		Used last year's design
30	Choose shirts & colors (tank tops,t-shirts, long sleeve)	Awards/Gifts	T-shirts		8/15/2006		Periwinkle
31	Choose hats and colors	Awards/Gifts	Hats		8/15/2006		Peri/White/Gray/Pink
32	Provide numbers/classes, etc. to order for trophies, t-shirts, hats, other memorabilia	Awards/Gifts	All awards/gifts		8/20/2006		5 deep FS A and Daysailers, 3 deep FS B, 5 Laser, 5 Sunfish, 4 extra

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33	Decide on t-shirts for the Race Committee	Awards/Gifts	Gifts		8/20/2006		4L, 9 XL , 2 XXL crimson t-shirts with MYC RACE COMMITTEE on front in block letters
34	Order trophies	Awards/Gifts	Trophies		8/21/2006		
35	Order regatta t-shirts	Awards/Gifts	T-shirts		8/21/2006		
36	Order Race Committee t-shirts	Awards/Gifts	T-shirts		8/21/2006		
37	Order Hats	Awards/Gifts	Hats		8/21/2006		
38	Order Sweathirts/polo shirts	Awards/Gifts	Gifts		8/21/2006		
39	Edit racing rules	Race Mgmt	Race Comm		8/17/2006		Added more flexibility for race committee
40	Regatta Meeting - social and awards	Admin	Regatta Mgmt		8/20/2006		6:30 PM
41	Regatta Meeting - race comm	Race Mgmt	Race Comm		8/20/2006		4:30 PM
42	Order ice machine rental	Meals	Order/pick up		8/25/2006		rather than picking up ice every day
43	Make ice ahead of time	Meals	Planning meals		9/1/2006		make some every day
44	Print extra registrations	Admin	Regatta Mgmt		9/5/2006		50 sets
45	Print up racing rules	Admin	Regatta Mgmt		9/5/2006		100 sets
46	Print up maps	Admin	Regatta Mgmt		9/5/2006		100 copies
47	Print up class flag document	Admin	Regatta Mgmt		9/5/2006		100 copies
48	Determine special awards	Awards/Gifts	Gifts		9/5/2006		Special gifts and thank yous
49	Get containers for drawn butter	Dinner	Order/pick up		9/5/2006		2005 have enough for 10 yrs
50	Get paper ice cream cups	Dinner	Order/pick up		9/5/2006		2005 have enough for 3-4 yrs

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51	Get small plates for breakfast	Breakfast	Order/pick up		9/5/2006		200 small plates
52	Get small napkins for breakfast	Breakfast	Order/pick up		9/5/2006		200 small napkins
53	Get plasticware for breakfast	Breakfast	Order/pick up		9/5/2006		200 people
54	Get plasticware for lunch	Lunch	Order/pick up		9/5/2006		200 people
55	Get plates for lunch	Lunch	Order/pick up		9/5/2006		200 plates
56	Get cups for coffee	Breakfast	Order/pick up		9/5/2006		Dunkin Donuts
57	Get cups for breakfast (OJ and water)	Breakfast	Order/pick up		9/5/2006		100 small cups
58	Get cups for lunch	Lunch	Order/pick up		9/5/2006		100 medium cups
59	Get cups for beer	Cocktail Party	Order/pick up		9/5/2006		200 large cups
60	Get cups for cocktail party	Cocktail Party	Order/pick up		9/5/2006		100 cocktail cups
61	Get cups for dinner	Dinner	Order/pick up		9/5/2006		100 meduim cups
62	Get plates for the cocktail party	Cocktail Party	Order/pick up		9/9/2006		350
63	Get small napkins for the cocktail party	Cocktail Party	Order/pick up		9/9/2006		350
64	Get large napkins for lunch	Lunch	Order/pick up		9/5/2006		300 napkins
65	Get large napkins for dinner	Dinner	Order/pick up		9/5/2006		300 napkins
66	Determine amount of wine needed for cocktail party	Cocktail Party	Planning Alcohol		9/5/2006		Pino Prigio, Merlot, Pink Zinfandel
67	Determine amount of wine needed for dinner	Dinner	Planning Alcohol		9/5/2006		12 bottles white
68	Determine amount of beer needed for cocktail party/dinner	Cocktail Party	Planning Alcohol		9/5/2006		2 pony kegs, Miller High Life, Michelob Light
69	Make sure there is ice for Friday	Meals	Prepare		9/7/2006		
70	Make sure there is ice for Saturday	Meals	Prepare		9/8/2006		

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71	Pick up wine for cocktail party	Cocktail Party	Order/pick up		9/9/2006		
72	Pick up wine for dinner	Dinner	Order/pick up		9/9/2006		
73	Round up Cleanup crew	Admin	Cleanup		9/5/2006		Friday/Saturday night/Sunday afternoon
74	Get people to prepare food for Fri.night welcome committee	Welcome party	Planning Meals		9/5/2006		
75	Determine amount of lunch meat needed	Lunch	Planning Meals		9/5/2006		8-10 platters that feed 35 each
76	Determine amount of tuna needed	Lunch	Planning Meals		9/5/2006		15 pounds
77	Determine amount of breads needed	Lunch	Planning Meals		9/5/2006		10 dozen bulky rolls, 36 wraps, 2 loaves wheat, 2 loaves white, 1 loaf white/brown rye
78	Determine amount of soft drinks needed for Lunch	Lunch	Planning Meals		9/5/2006		3x24 Coke, 3 Diet Coke, 2 CF Diet, 2 Mountain Dew, 1 Sprite, 1 Root Beer, 1 orange, 6 cases of water
79	Determine amount of fruit	Lunch	Planning Meals		9/5/2006		1 bag apples, 2 bunches bananas, grapes, strawberries

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80	Determine amount of cookies	Lunch	Planning Meals		9/5/2006		15 dozen packs of cookies and crackers
81	Determine amount of chips	Lunch	Planning Meals		9/5/2006		200 snack packs (chips, etc.)
82	Determine amount of tomatoes and lettuce needed	Lunch	Planning Meals		9/5/2006		2 lb.s tomatoes, 3 heads of lettuce, mayo, mustard
83	Order lunch meat	Lunch	Order/pick up		9/5/2006		
84	Determine amount of ketchup, mustard, mayo needed	Lunch	Planning Meals		9/5/2006		1 large squeeze bottle jetchup, 2 squeeze bottles of mustard, 2 large jars of mayo, 2 dozen tomatoes, 5 heads of lettuce
85	Order Tuna	Lunch	Planning Meals		9/5/2006		Sharon deli
86	Order breads	Lunch	Planning Meals		9/5/2006		Shaws
87	Get people to prepare for cocktail party	Cocktail Party	Planning Meals		9/5/2006		
88	Determine amount of soft drinks needed - soda, water for Dinner	Dinner	Planning Meals		9/5/2006		3x24 Coke, 3 Diet Coke, 2 CF Diet, 2 Mountain Dew, 1 Sprite, 1 Root Beer, 1 orange, 6 cases of water

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89	Call caterer with numbers	Dinner	Planning Meals		9/5/2006		60 lobster, 60 chicken, 60 ribs, 20 pounds clams, 20 quarts clam chowser, 80 corn (cut in half), 2 baskets rolls and corn breads, salad & dressing, drawn butter
90	Obtain music or set up entertainment	Dinner	Planning		9/5/2006		n/a for 2006
91	Ensure radios and megaphones are working	Admin	Regatta Mgmt		9/5/2006		
92	Ensure boats are in working order	Admin	Regatta Mgmt		9/5/2006		
93	Order ice cream chocolate/vanilla	Dinner	Planning Meals		9/5/2006		Crescent ridge, 2 3-gallon one choc, one vanilla
94	Pick up any needed Office Supplies	Admin	Order/pick up		9/5/2006		Pens/poster paper, push pins, tape
95	Pick up ribbons and pins for B Fleet	Admin	Order/pick up		9/5/2006		Ribbon/pins
96	Pick up decorations	Admin	Order/pick up		9/5/2006		Banners from previous regatta/ flags, etc.
97	Pick up cookies	Lunch	Planning Meals		9/8/2006		BJs

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98	Pick up chips	Lunch	Order/pick up		9/8/2006		
99	Pick up hamburgers /rolls	Dinner	Order/pick up		9/8/2006		
100	Pick up 3 packages hot dogs/rolls	Dinner	Order/pick up		9/8/2006		
101	Pick up 3 dozen eggs	Breakfast	Order/pick up		9/8/2006		
102	Pick up fruit	Lunch	Order/pick up		9/8/2006		
103	Pick up water and juice	Lunch	Order/pick up		9/8/2006		
104	Pick up soda	Lunch	Order/pick up		9/8/2006		
105	Pick up tuna fish	Lunch	Order/pick up		9/8/2006		Deli
106	Pick up sandwich rolls	Lunch	Order/pick up		9/8/2006		Shaws
107	Pick up ketchup, mustard, mayo	Lunch	Order/pick up		9/8/2006		
108	Pick up lettuce and tomatoes	Lunch	Order/pick up		9/8/2006		
109	Pick up ice cream toppings	Lunch	Order/pick up		9/8/2006		
110	Pick up change from the bank	Admin	Regatta mgmt		9/8/2006		\$100 in 10's 5's and ones
111	Pick up ice - 10 bags	Lunch	Order/pick up		9/8/2006		
112	Cut tomatoes & lettuce	Lunch	Prepare		9/8/2006		
113	Clean up clubhouse	Admin	Cleanup		9/8/2006		Make sure closets are cleaned out
114	Clean up bathrooms	Admin	Cleanup		9/8/2006		
115	Get a computer/printer	Admin	Regatta Mgmt		9/8/2006		
116	Get paper for the printer	Admin	Regatta Mgmt		9/8/2006		
117	Pick up beer for Friday night	Welcome party	Serve		9/8/2006		Some from home, some at Club
118	Make hamburgers & hot dogs Friday evening	Welcome party	Serve		9/8/2006		
119	Help launching on Friday night	Race Mgmt	Launching		9/8/2006		
120	Obtain foods for Friday eve.	Welcome party	Prepare		9/8/2006		
121	Serve food Friday eve.	Welcome party	Serve		9/8/2006		
122	Clean up Friday evening	Welcome party	Cleanup		9/8/2006		

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123	Clean bathrooms	Admin	Cleanup		ongoing		
124	Pick up/deliver T-shirts/hats/etc to Club	Awards/Gifts	T-shirts		9/8/2006		
125	Deliver trophies to Club	Awards/Gifts	Trophies		9/8/2006		
126	Set up large gas cooker for	Dinner	Planning		9/8/2006		
127	Pick up special awards	Awards/Gifts	Special awards		9/8/2006		
128	Registration - Fri.night	Admin	Registration		9/8/2006		
129	Boil 1 1/2 dozen eggs	Breakfast	Prepare		9/9/2006		
130	Registration - Sat. morning	Admin	Registration		9/9/2006		
131	Sell t-shirts/hats/other	Admin	Registration		9/9/2006		
132	Pickup breakfast food (Sat.)	Breakfast	Order/pick up		9/9/2006		
133	Prep/serve breakfast (Sat.)	Breakfast	Serve		9/9/2006		
134	Cleanup after breakfast (Sat.)	Breakfast	Cleanup		9/9/2006		
135	Create Scoresheet for Races	Admin	Registration		9/9/2006		
136	Help launching Sat. morning	Race Mgmt	Launching		9/9/2006		
137	Prepare for Saturday races & perform launch service	Race Mgmt	Launching		9/9/2006		
138	Hold Saturday morning races	Race Mgmt	Racing		9/9/2006		
139	Deliver lunch platters	Lunch	Serve		9/9/2006		
140	Prepare lunch (Sat.)	Lunch	Prepare		9/9/2006		
141	Serve lunch	Lunch	Serve		9/9/2006		
142	Cleanup after Sat.lunch	Lunch	Cleanup		9/9/2006		

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143	Hold Saturday afternoon races	Race Mgmt	Racing		9/9/2006		
144	Pick up keg of beer/ice by 1PM	Cocktail Party	Order/pick up		9/9/2006		1 block & 8 bags
145	Complete scoresheets (Sat.)	Race Mgmt	Admin		9/9/2006		
146	Print/post scoresheets (Sat.)	Race Mgmt	Admin		9/9/2006		
147	Set up cocktail party @4:30	Cocktail Party	Prepare		9/9/2006		
148	Pick up ice cream @6:00	Dinner	Order/pick up		9/9/2006		
149	Cleanup after cocktail party	Cocktail Party	Cleanup		9/9/2006		
150	Ask someone to cook hot dogs and hamburgers for the kids	Dinner	Prepare		9/9/2006		
151	Ask someone to steam the clams	Dinner	Prepare		9/9/2006		
152	Serve Dinner	Dinner	Serve		9/9/2006		
153	Cleanup after dinner	Dinner	Cleanup		9/9/2006		
154	Entertainment after dinner	Dinner	Entertainment		9/9/2006		n/a for 2006
155	Check if any supplies/food/drinks are needed for Sunday	Lunch	Planning Meals		9/9/2006		
156	More cleanup	Dinner	Cleanup		9/9/2006		
157	Make sure there is ice for Sunday	Meald	Prepare		9/9/2006		
158	Cut tomatoes & lettuce	Lunch	Prepare		9/10/2006		
159	Pick up extra things needed for Sunday, if any	Lunch	Order/pick up		9/10/2006		
160	Boil 1 1/2 dozen eggs	Breakfast	Prepare		9/10/2006		
161	Pickup breakfast food (Sun.)	Breakfast	Order/pick up		9/10/2006		
162	Prep/serve breakfast (Sun.)	Breakfast	Prepare		9/10/2006		
163	Cleanup after breakfast (Sun.)	Breakfast	Cleanup		9/10/2006		
164	Deliver lunch platters	Lunch	Order/pick up		9/10/2006		

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165	Pick up tuna fish	Lunch	Order/pick up		9/10/2006		
166	Prepare for Sunday races & perform launch service	Race Mgmt	Launching		9/10/2006		
167	Hold Sunday morning races	Race Mgmt	Racing		9/10/2006		
168	Prepare lunch (Sun.)	Lunch	Prepare		9/10/2006		
169	Serve lunch	Lunch	Serve		9/10/2006		
170	Complete scoresheets (Sun.)	Race Mgmt	Admin		9/10/2006		
171	Print/post scoresheets (Sun.)	Race Mgmt	Admin		9/10/2006		
172	Set up trophies	Race Mgmt	Admin		9/10/2006		
173	Set up special awards	Race Mgmt	Admin		9/10/2006		
174	Prepare thank-yous	Race Mgmt	Admin		9/10/2006		
175	Thank-yous	Race Mgmt	Admin		9/11/2006		
176	Give out special awards	Race Mgmt	Admin		9/11/2006		
177	Give out trophies	Race Mgmt	Admin		9/11/2006		
178	Cleanup after Sun.lunch	Lunch	Cleanup	All who are present	9/11/2006		
179	Give Money to Randy	Admin	Budget	All who collected money	9/11/2006		
180	Receipts to Randy	Admin	Budget	All who pre-paid for goods	9/11/2006		
181	Payments out	Admin	Budget	Treasurer	9/15/2006		
202							