

## Bay Area Divers Day Event Checklist

**Organizer's Name:**

**Organizer's Contact Information:**

**Event Name:**

Event Research & Planning	Event Promotion & Execution
<b>Research</b>	<b>Board Approval</b>
Questions to be answered prior to publishing information to club:	Initial request of Board for Approval
Where will the event take place?	Initial Announcement, including organized data provided to Communications Director
What dates are available?	<b>Event Promotion</b>
Which dates are the most attractive to the club?	Initial Announcement, including organized data, provided to General Meeting Membership / Facebook Event
What time does the event start and end?	Flyer
What are the dining options?	Questions and Comments
What are the diving options? Nitrox?	<b>Logistics / Coordination</b>
Will there be a professional dive master? If so, how many/diver?	Financials
What dive equipment can be rented?	Participant Information Packet
What dive equipment must be brought?	Possibly reserve Party rooms or special event areas
Are there activities for non-divers?	Possibly schedule catering or arrange for meals
What is the skill level required for diving; is it a good activity for beginners, advanced, etc.?	Collect payments
Are there any required certifications for participants?	<b>Follow Up</b>
Are there any training/certification opportunities?	Participant Confirm
What other activities are in the area? (sightseeing, shopping, spas, etc.)	Confirm reservations
What is the total event cost including taxes and fees?	Follow up with dive shop/outfitters on number of people
Do participants pay for the whole trip at once, or are there multiple transactions necessary? (ei: flight, taxi, hotel, diving, food, tips, taxes, fees)	Confirm scheduled activities
What are the payment options?	Reminders...
When is the deposit due, and how much?	<b>Before or Day of the Event</b>
When is the final payment due?	Check-out BAD Dive Flag (for visibility)
Will BAD be responsible for any of the cost of the event? If so what are the budgeted expenses for the event?	Request a couple BAD Dive Stickers (for boats/venues)
Will a liability waiver be required?	Check-out BAD Black Box for Picnic Items, if applicable
What kind of parking is available?	
What is the cost for parking?	
How far is the parking from the event?	