

Bay Area Divers Event Planning Checklist

Organizer's Name:

Organizer's Contact Information:

Event Name:

Event Research & Planning	Event Promotion & Execution
Research	Board Approval
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?	
Which dates are the most attractive to the club?	Event Promotion
How long is the event?	Initial Announcement, including organized data, provided to General Meeting Membership / Facebook Event
What time does the event start and end?	Flyer
What lodging accommodations are available?	Questions and Comments
What transportation is available? Flights, busses, etc.?	
What is the price of transportation?(Roundtrip flights, boats, coach bus to site, etc.)	Logistics / Coordination
What is the transportation from the airport or port to the lodgings? Cost?	Financials
Is there separate transportation from the lodgings to the event, and if so, what is the method and expected cost?	Participant Information Packet
What is the price of lodging per person for double occupancy?	Block hotel rooms
What is the price of single occupancy?	Possibly reserve Party rooms or special event areas
What is the maximum number of people per room?	Possibly schedule catering or arrange for meals
Is it all inclusive or not? Include Alcohol?	Possibly Schedule Flights or busses
What are the dining options?	Assign rooms
What are the diving options? Nitrox?	Collect payments
Will there be a professional dive master? If so, how many/diver?	
What dive equipment can be rented?	Follow Up
What dive equipment must be brought?	Participant Confirm
Are there activities for non-divers?	Confirm reservations
What is the skill level required for diving; is it a good activity for beginners, advanced, etc.?	Follow up with dive shop/outfitters on number of people
Are there any required certifications for participants?	Confirm scheduled activities
Are there any training/certification opportunities?	Reminders...
What other activities are in the area? (sightseeing, shopping, spas, etc.)	
What is the total event cost including taxes and fees?	Before or Day of the Event
Do participants pay for the whole trip at once, or are there multiple transactions necessary? (ei: flight, taxi, hotel, diving, food, tips, taxes, fees)	Check-out BAD Dive Flag (for visibility)
What are the payment options?	Request a couple BAD Dive Stickers (for boats/venues)
When is the deposit due, and how much?	Check-out BAD Black Box for Picnic Items, if applicable
When is the final payment due?	
Will BAD be responsible for any of the cost of the event? If so what are the budgeted expenses for the event?	
Will a liability waiver be required?	
What kind of parking is available?	
What is the cost for parking?	
How far is the parking from the event?	