

Rendezvous Host Guidelines and Examples

Things to know for your rendezvous: Our goal is to have fun, and not make too much work for the hosts. The Commodore will have already held slips at the Marina and will give you information on deadlines for members to make reservations. Some marinas have equipment such as gazebos, tents or clubhouses for rent. These costs are paid for by the club and are not included as part of your expenses. Check with the Commodore on what arrangements have been made. You may also check with the Marina on additional options and ask the Commodore for approval prior to committing to renting equipment.

Your budget is \$35 per person for a 3-day rendezvous, \$45 person for a 4-day rendezvous. Your rendezvous is entirely open to what you want to make it. You can use your budget for meals, a signature drink, prizes, games, or decorations. So, pick and choose according to what fits your budget. You don't need to provide everything. People enjoy potlucks, and activities can be paid for by members such as dinner at a restaurant, visiting museums, etc. If you have questions or need suggestions, call Terry Fantz.

Keep in mind that people do occasionally cancel and get a refund. And there are sometimes unexpected last-minute expenses you'll want to cover. So, it makes sense to plan to be a bit under budget to allow for cancellation or unexpected expenses.

At least a month before the rendezvous (dependent on when the marina requires reservations)

- Send a brief description of your event to the Treasurer, Wendy Rittereiser, so that she can create a payment page on Square. She will provide you with the payment link and give it to Jill for the web.
- Send a description of your event to **Communication** (John Keene) & **web master** (Jill Lehman). John will send an email to the members. This should include the Title of the rendezvous, the dates, the location, marina instruction, price and payment link, and a reminder to sign up on the website. Instructions to reserve a slip should include the name of the marina, the phone number, the dates of the rendezvous, and a reminder to mention Hidden Harbor Yacht Club.

Example: *Hello HHYC members join us for our Jamaican Rendezvous at Port Ludlow, Sept 1-3. More details will be coming but first reserve your slip by calling Port Ludlow Marina at (360) 437-0513, let them know you are with Hidden Harbor Yacht Club, and be sure to sign up on the website which includes the link for payment, the cost is \$35. Thank you and we look forward to seeing you. Hosts Terry & Dane xxx, Tiah & Jeremy xxx.*

Two weeks before the rendezvous

- Check enrollment – compare (1) website registration, (2) marina slip reservations, and (3) who has paid (Wendy will provide this). Knowing enrollment helps you plan the event and budget.
- Send an agenda to John Keene for email to the membership. Include whether there are still spots available at the marina.
- As the date approaches, reach out to those who have completed some, but not all 3 enrollment steps.

Agenda Example 1:

Jamaican Rendezvous

Friday 6:00 Meet on the dock (Everyone bring an appetizer)

Saturday: 1:00 Hike to the falls

Saturday: 4:00 Marley game and one signature drink.

Saturday: 6:00 Jamaican dinner hosted

Sunday: Breakfast at the resort, on your own.

Agenda Example 2:

Bremerton Blast:

Friday 5:00 Appetizers at Anthonys

Saturday 1-5:00: Enjoy the booths on the dock

Saturday 5:00-6:00 Wine tasting, bring a bottle and win a prize

Saturday 6:00 Pizza on the dock by your hosts

Sunday: 9:00 Muffins and farewell