



SYC EVENT EOI

EVENT CONTACT DETAILS

GROUP/EVENT TITLE: _____

ORGANISATION: _____ DEPARTMENT : _____

EVENT PLANNER: _____ ARE YOU AN MEMBER? Y /N - NO _____

EMAIL ADDRESS: _____ @ _____ MOBILE NO _____

ADDRESS: _____ POSTCODE: _____

POSTAL ADDRESS: _____ POSTCODE: _____

ACCOUNTS CONTACT NAME AT YOUR ORGANISATION: _____

EMAIL ADDRESS: _____ @ _____ CONTACT NO: _____

WHO IS RUNNING THE EVENT? COACH / RO NAME: _____

EMAIL ADDRESS: _____ @ _____ MOBILE NO _____

EVENT PARTICIPATION DETAIL

EVENT COMMENCEMENT: _____ EVENT CONCLUDES: _____

TIME/S: _____

BUMP IN: _____ BUMP OUT: _____

CLASS/S: _____

INVITED CLASS/S: _____

EXPECTED NUMBER OF PARTICIPANTS: _____

AGE RANGE: _____

NOR AVAILABLE: _____ WHERE IS IT ACCESSIBLE: _____

REGISTRATION OPEN: _____ REGISTRATION CLOSE: _____

COST OF ENTRY: _____

DOES THE EVENT HAVE SPONSORSHIP, IF YES WHO: _____

PLEASE NOTE THAT SYC DOES NOT PERMIT SPONSORSHIPS THAT CONFLICT WITH THE CLUB'S SPONSORSHIPS

ARE YOU PLANNING ON ERECTING PROMOTIONAL SIGNAGE – IF SO, WHAT AND WHERE? _____

JETTY ROAD, SANDRINGHAM VIC 3191 AUSTRALIA • PO BOX 66, SANDRINGHAM VIC 3191 AUSTRALIA

TEL +61 3 9599 0999 • FAX +61 3 9598 8109 • EMAIL office@syc.com.au • WEBSITE www.syc.com.au

COMMODORE-IN-CHIEF: H.R.H. THE DUKE OF EDINBURGH • A.I.A. No. A11997 • A.B.N. 28 226 654 426

RACE MANAGEMENT

NUMBER OF VOLUNTEERS: _____

DO YOU REQUIRE SYC CLUB BOAT HIRE: _____

START / FINISH BOAT: _____

IS A MARK LAYING BOAT REQUIRED: _____

JURY BOAT: _____ FLAGS: _____

BUOYS: _____ TACKLE: _____

MEDIA BOAT/S: _____

EMERGENCY VESSEL/S: _____

RATIO OF SUPPORT BOATS TO COMPETITORS: _____

EVENT LOGISTICS / INFRASTRUCTURE

ARE PARTICIPANTS TRAVELLING FROM LONG DISTANCES: _____

IS CAR PARKING REQUIRED: _____

IS TRAILER PARKING REQUIRED: _____

IS CONTAINER SPACE REQUIRED: _____

DO YOU REQUIRE TRAFFIC MANAGEMENT: _____

DO YOU REQUIRE BOAT YARD STORAGE: _____

DO YOU REQUIRE WET BERTH STORAGE: _____

DO YOU REQUIRE ACCESS TO JIB CRANE: _____

WILL YOU REQUIRE FUEL: _____

NUMBER OF PARENTS/ NON-MEMEBRS: _____

WOULD THEY APPRECIATE CLUBHOUSE ACCESS: _____

SYC RESOURCES

DO YOU REQUIRE RADIOS : _____ CHANNEL BEING USED: _____

DO YOU REQUIRE RUNNING SHEET/S: _____

TYPE OF COURSES: TRAINING/COACHING: _____



RISK MANAGEMENT

DO YOU HAVE A SAFETY PLAN: _____

IS A NOTICE TO MARINERS REQUIRED: _____

FIRST AID CONTACT: _____

HAVE YOU DEVELOPED A WASTE MANAGEMENT PLAN: _____

DO YOU HAVE AN ADVERSE WEATHER CONTINGENCY PLAN: _____

INSURANCE PROVIDER: _____ EXPIRY: _____ POLICY NO: _____

PLEASE ATTACH A COPY WITH THIS APPLICATION IF NOT ALREADY PROVIDED

ROOM HIRE / FOOD AND BEVERAGE

DO YOU REQUIRE FOOD AND BEVERAGE: _____

DO YOU REQUIRE ENTERTAINMENT: _____

DO YOU REQUIRE A ROOM, IF YES, WHAT + WHEN: _____

DO YOU REQUIRE AUDIO EQUIPMENT: _____

DO YOU REQUIRE WiFi / INTERNET: _____

DO YOU REQUIRE SCALES: _____

Today's Date: _____

Submitted by: _____

Please note that it is SYC policy that all regatta and external events are ratified by the SYC General Committee – by providing us with as much information as possible via this form it will allow them to make an appropriate evaluation. General Committee meet monthly and any proposal would need to be submitted to Management by no later than the 2nd Tuesday of the month.