

Reference: Registration Coordinator's Checklist

- ___ Additional registration forms
- ___ Multiple copies of preregistration lists (boats by fleet, money owed, signatures needed, etc.)
- ___ Clipboards (for a 200+ boat regatta, 15+ clipboards); extras will come in handy
- ___ Legal pads
- ___ Pens, pencils, markers; stapler, paper clips; masking & duct tape, scissors
- ___ File folders: one per class and one each for Optimist fleets (various registration forms are filed in these, to fill in missing information and verify sail numbers; waivers, etc.)
- ___ First aid kits - one per race committee boat & one for on-shore first aid station
- ___ Signs, directions, arrows
- ___ Sailing Instructions
- ___ Money box with cash "bank" of \$100 (some small bills)
- ___ Clipboard for regatta volunteer check-in - gather cell phone numbers for emergencies (circulate list to key volunteers)
- ___ Poster board for signs; message board and pushpins
- ___ Pennant flags - precut into strips
- ___ Tickets, wristbands, or other system for meals
- ___ One large plastic box/tote with lid to keep supplies.

Allow time to set up Registration - up to one hour before Registration opens
(more if goodie bags must be prepared)