

# Day Cruise Captains Guidelines

1. Agree on type of cruise and date with a member of the Cruise Committee
  - a. Check tide charts.
  - b. Check Club Calendar for conflicts.
2. Advertise Cruise
  - a. E-mail to Club Communications ( [communications@pgislanders.org](mailto:communications@pgislanders.org) ). Include information such as location, time, VHF channel, and your e-mail address. Members can click on your address to sign up for the Cruise.
  - b. Information to Web Master (Use e-mail: [webmaster@pgislanders.org](mailto:webmaster@pgislanders.org) ). May use picture to get attention. Also, ask Web Master to list on the Club Calendar.
  - c. Prepare sign up sheet for the next monthly general meeting. Give brief talk if requested. Make sure that the sign up sheet contains the information you need to run the cruise. i.e. If you are asking some boat owners to take passengers, you need to know how many they can take.
  - d. Discuss cruise at the next monthly Cruise meeting.
3. Keep track of sign up and as necessary inform all participants who is signed up for the cruise and who will be on each boat. Confirm participation of Cruisers in the event. ( i.e. Sunset cruises should be a visual check in)
4. Ask several people to take pictures to post on the web site.
5. Prepare a Post-Cruise Report
  - a. Send List of participants to the Membership Chair for Cruise Credit (use e-mail: [membership@pgislanders.org](mailto:membership@pgislanders.org))
  - b. Send to the Web Master ([webmaster@pgislanders.org](mailto:webmaster@pgislanders.org)).
    - i. Narrative of the activity.
    - ii. Include any pictures taken.
  - c. Provide to Cruise Committee any notes, contacts or details that would be useful in future cruises.