

Steak Fry & Golf Tournament @ Deer Harbor

3rd Weekend in June

Planning Notes & Time Line

*This document is intended to be used as a guideline only and, by no means, is set in stone. New ideas for the event &/or activities at the events are WELCOME!. These lists do contain a pretty comprehensive list of items that proved essential/useful/helpful and only minor items were forgotten (and I think someone had whatever was forgotten on board!) **The main thing is to HAVE FUN!!***

	Friday	Saturday 7am. Golfers 9am. Sleepy-heads	Sunday 9am.
B'fast	---	<ul style="list-style-type: none"> • muffins &/or pastries • fruit plate • coffee • OJ • Eye-openers 	<ul style="list-style-type: none"> • muffins &/or pastries • fruit plate • coffee • OJ • Eye-openers
Happy Hour (@ 5pm.)	<ul style="list-style-type: none"> • BYOB • appy. to share 	<ul style="list-style-type: none"> • BYOB • no appys. 	---
Dinner (@ 6pm.)	<ul style="list-style-type: none"> • dinner on your own 	<ul style="list-style-type: none"> • BYO-BBQ meat • roasted red potatoes w/onion soup mix & olive oil • rolls • potluck <ul style="list-style-type: none"> – A-L: dessert – M-Z: side dish or salad 	---

Timeline/Planning Notes:

- **VENDOR CONTACT #'S:**
 - **Deer Harbor Marina**
Marc - Harbormaster
(360) 376-3037
<http://www.boattravel.com/deerharbor/>
 - **Orcas Island Shuttle**
Amy Masters, Owner
(360) 376-RIDE (7433)
EMAIL: email@orcasislandshuttle.com
On the web: www.orcasislandshuttle.com
 - **Orcas Island Shuttle**
(360) 376-4400
golf@orcasgolf.com

- **A FEW MONTHS AHEAD:**

- Verify the event budget with Cryss. Toycen, SYC Event Coordinator
- Reserve slips @ Deer Harbor Marina
 - Respect other visitors of the park by being sure that event host(s) &/or club leadership help control late night noise; keeping dogs on leashes; remembering the possibility that the club boats may be intermixed with other non-members and keeping the dock clear of obstructions.
 - Deer Harbor also has 2 BBQ's available to rent for \$25 ea. (includes fuel briquettes) that they will bring right down to the dock; be sure to reserve them too.
 - and they have a tent that they can set up over the dock where everyone congregates; be sure to tell you'll need that too.
- Call Orcas Island Shuttle to work out logistics of transporting golfers from the marina to the golf course; our event will be at the beginning of the high season so the earlier you can make your reservations the better.
- make tee times @ Orcas Island Country Golf
- Write up an announcement for the Channel Marker to announce the dates, activities, etc. (in by March Channel Marker?)
- Recruit volunteers to help with the event/activities, etc.
 - help hauling stuff to the marina
 - golf tourney organization/prizes & awards
 - golf tourney transportation
 - wine tasting/shopping in Eastsound
 - tasting transportation
 - raffle ticket sellers
 - raffle prize collectors (how many? & where to get?)
 - dock master

- **2-3 WEEKS AHEAD:**

- Recruit volunteers to help with the event/activities, etc.
 - help hauling stuff to the island/marina
 - golf tourney organization/prizes & awards
 - raffle ticket sellers
 - raffle prize collectors (how many? & where to get?)
 - dock master

- **1 WEEK BEFORE THE EVENT:**

- fax final boat list to Deer Harbor marina; release any unreserved slips
- take an inventory of items at the clubhouse that can be used (paper plates, napkins, utensils, paper cups, food items &/or condiments that need to be used up, table covers, coffee pots, charcoal, lighter fluid, drink mixers, Bloody Mary mix, booze, etc.
- purchase food items, event and activity supplies that are not included in the clubhouse inventory; see inventory/shopping list attached at the end (*this may or may not be a comprehensive list*)

- **1-2 DAYS BEFORE THE EVENT:**

- get perishable groceries
- pre-make potatoes
- pack boxes @ clubhouse
- load boats; there are 6 large tote boxes dedicated to pack stuff to events

- **TIME OF THE EVENT!:**

- **Friday**

- The evening of the arrival of the fleet is a BYOB Happy Hour with potluck appetizers. This requires little help from the hosts with the exception of clean up and locating lost dishes' owners.

- **Saturday & Sunday mornings**

- 6:00am. start coffee pots
 - Eye-openers, coffee & b'fast on the dock from 7-10am.
 - The clubhouse has several large coffeepots that can be used for the event.
 - fruit platters
 - OJ
 - champagne
 - vodka
 - tomato juice/Bloody Mary mix
 - cranberry juice
 - coffee (1-reg. & 1-decaf.)
 - sugar, artificial sweetener & creamer
 - cups, plates, napkins, stirrers

- **Saturday Steak Fry 6:00 - 7:30pm.**

- Main course - BYO-meat for BBQ, seasoned roasted red potatoes, rolls & butter & potluck sides, salads & desserts
 - Deer Harbor has 2 large BBQ's to rent for \$25/ea.; one is propane & the other charcoal; includes charcoal & propane
 - 4pm. Start briquettes.
 - 5pm. start warming potatoes on BBQ's
 - have everyone bring their own place settings but have some paper plates, napkins, utensils, etc. as back-up
 - Potluck side dishes/salads/desserts

- **ACTIVITIES:**

- Golf Tourney
 - Cribbage/Texas Hold 'em Tourney
 - Raffle

- **CLEAN-UP/GARGAGE:**

- Check with marina as to what to do with garbage. Be sure to bring plenty of big garbage bags.

- **OTHER ITEMS THAT MAY BE HELPFUL:**

- Extensions cords for coffee pots
 - plastic/disposable table covers
 - folding table
 - duct tape/staple gun

- **POST-EVENT FOLLOW-UP:**

- clean & return any equipment/supplies to the clubhouse
 - turn in receipts to the treasurer for reimbursement (keep your budget in mind!)
 - write a wrap-up/thank you article & send pictures for the Channel Marker & web-site

Inventory/Shopping Lists:

Item	Clubhouse	Need to Purchase	Borrow
Equipment			
coffee pots-2			
big cooler(s)			
big spoons-4			
tongs - 4			
hot pads - 4			
flame throwers - 2			
Supplies			
big foil pans - 4			
lg. & sm. paper plates - lots			
plastic utensils (forks, knives, spoons)			
napkins			
cups, paper & plastic - lots			
plastic stirrers			
sugar packets			
artificial sweetener			
creamer			
salt & pepper packets			
foil			
big green garbage bags-lots!			
plastic table covering (rolls of)			
ice for eye-openers (<i>get from marina</i>)			
duct tape			
6 - large tote boxes to help pack stuff into			
Food			
red potatoes - 40 lbs. (@ Costco)			
olive oil			
herb seasoning salt (@ Costco)			
rolls - 2 (@ Costco)			
butter - 1 lb. (@ Costco)			
muffins - 6 (@ Costco)			
pastries - 6 (@ Costco)			
fruit platters - 4 (@ Costco)			
Beverages			
coffee - 1 (Clubhouse; 3 lb. can)			
decaf coffee (@ Clubhouse)			
OJ - 4 (4 paks) (@ Costco)			
Champagne - 6 (@ Costco)			
Cranberry juice - 2 (@ Costco)			
Bloody Mary mix - 4 (@ Clubhouse?)			
Tabasco sauce (Clubhouse; for Bloody Marys)			
Worchestershire sauce (Clubhouse; for Bloody Marys)			
Vodka (@ Clubhouse) - 3			

Golf Tourney/Raffle			
Golf Tourney prizes:			
<ul style="list-style-type: none"> winning 4-some - win green fee refund (?) &/or Orcas Golf Course shirts (?) longest ball (men's & women's) - SYC polo shirts closest to pin (men's & women's) - SYC polo shirts 			
Dinner Raffle:			
6 - gift baskets			
Miscellaneous			
raffle tickets			
bucket for tickets			
\$'s for change for raffle			

JOB/VOLUNTEER LIST:

JOB	VOLUNTEERS
Photographer	
BBQ starter/manager - 2	
Cribbage Equipment	
Mules (<i>people to help transport stuff</i>)	
Potluck Set-up & Clean-up	

Income	
Income-Club funds	\$ 500
Raffle Income	
Total Income	
Expenses	
Golf Shuttle	\$ 200
Food & beverages	\$ 194
Miscellaneous	
<ul style="list-style-type: none"> Deer Harbor BBQ rental 2 x \$25 basket costs 	\$ 50 \$ 200
Total Expenses	