**Appendix A Proposal to Host an International Event**

A proposal to host a regatta is an important document and in most cases is the only source of information for those involved in making a decision. The proposal should be typed and should contain a summary at the beginning that, in point format, highlights the major points as to why the regatta should be awarded to your ﬂeet. This summary shall be supported by details in the following areas:

**Proposal to Host**

**1. General Information**

1. The year for the event
2. The speciﬁc dates i.e. Aug 16 -Aug 23
3. Location for the event
4. Hosting ﬂeet and yacht club
5. Experience of the key people on the proposed regatta organizing committee, hosting ﬂeet and yacht club with running J/24 championships
6. Contact name(s) and phone #s

**2. Sailing Environment**

1. The body of water where races will be held (include chart)
2. Distance and time to race course
3. Obstructions en-route
4. Proximity of land masses
5. Amount of current and direction
6. Weather and wind conditions expected

**3. Entry Fee**

1. Amount and what is included
2. Any additional charges

**4. Race Management**

1. A listing of regattas that have been held
2. Make-up of race committee
3. Equipment that will be used
4. Awards to be given in addition to perpetual awards
5. Measurement expertise and facilities

**5. Boats**

1. Launching facilities
2. Mooring facilities
3. Mast stepping equipment availability
4. Location of marine supply and repair shops
5. Trailer storage

**6. Charter Boats**

1. Commitment to number of charter boats
2. Commitment to charter boat cost not to exceed
3. Description of program to ensure quality of charter boats.

**7. Boat Transportation**

1. Nearest port for shipment of boats
2. Time from port to yacht club
3. Unbundling and/or truck/trailer charges
4. Costs and arrangements for any ferry crossings for trailered boats

**8. Crew Transportation**

1. Nearest major airport
2. Cost of airfare in US Dollars
3. Time and distance from airport
4. Cost and type of transportation from airport

**9. Accommodation**

1. Type and cost of accommodation available
2. Distance to yacht club
3. If competitors are allowed to sleep on their boats
4. Availability of shower and locker facilities on site

**10. Miscellaneous**

1. Types of social events planned
2. Sponsorship obtained/anticipated
3. Proposed regatta schedule
4. Any other details that will help the cause

**11. Facilities Ashore**

1. Meeting places for competitors
2. Meeting room(s) for the Jury
3. Food, Catering and Bar
4. Car parking
5. Spectator facilities