

Commodore's Ball Planning Guide

1. Initial Steps

- **Review Past Events:** Check Social Binders at the Club for reference.
- **Choose a Date:** Confirm availability with the Commodore and members.
- **Book a Venue:** Must accommodate ~100 people and have liquor license, AV, catering, and staff.

2. Organize the Committee

- Recruit volunteers via the newsletter. (Anna Pichler has volunteered.)
- Assign roles: menu, ticket sales, entertainment, etc.

3. Budget and Costs

- Create a budget to Include: venue deposit, food, tips, entertainment, the Commodore/guest tickets, plaques, flags, decorations, prizes.
- Set ticket price to cover all expenses.
- Work with Treasurer/Bookkeeper to track money in and out.

4. Invitations & Promotion

- Advertise in newsletter and Social Calendar.
- Invitations should include: date, location, dress code, menu choices.

5. Guest List Management

- Track: guest names, dinner selections, allergies, payments.

6. Event Details

- **Menu:** Confirm final choices and communicate allergies to kitchen.
- **Seating:** Assigned (Commodore, MC, etc.) or open seating.
- **Theme & Decor:** Select and implement.
- **Entertainment:** Book live music or DJ. Plan games, dancing, optional raffle or 50/50.

7. Schedule of Events

- Create a printed agenda for tables with:
 - Cocktail hour
 - MC prompts for seating
 - Dinner
 - Speeches (Commodore, Past Commodores, etc.)

- Dancing/entertainment
- Traditions (e.g. bagpipes)

8. Final Logistics

- Ensure all payments are in.
- Confirm venue responsibilities and clean-up (end of night or next morning).
- Assign clean-up team if necessary.
- Record # of guest, how event went, suggestions for next year, money taken in and spent.

Contact: [Insert lead organizer contact info here]

Notes: Keep all records for next year's team in the Social Binder.

Add: Specifically invite past commodores. They are marched into the room with names,

Make sure past, present and vice are present.

Flag ceremony. 3 flags. Do we have them?

Person to give blessing before meal

Photo spot

FLAG PRESENTATION SPEECH

Flags, Tradition, and a Dash of Saltwater Spirit

Sailing isn't just about catching the wind—it's about carrying forward centuries of salty tradition. Long before radios and GPS, sailors used flags to talk across the waves. A fluttering bit of fabric could mean "All's well," "Prepare for battle," or "We're throwing a party." On the high seas, reading those signals correctly could mean the difference between smooth sailing and all-out chaos.

These days, signal flags might not steer the fate of nations, but they still hold their place at the heart of boating culture. At CIYC, they're part of how we salute the sea, honor our roots, and celebrate the sailors who charted the way before us. Flags now serve to identify vessels, share announcements, send warnings, and remind us we're part of a proud maritime lineage.

Just like wearing team colors or knowing when to cheer, observing nautical customs is a choice—and at CIYC, we choose tradition with a twist. One of our favorites is the ceremonial "Change of the Watch." The Commodore's Burgee—our own maritime crown—is a crisp white swallowtail marked with a navy cross, a bold symbol of leadership. When it's time to pass the helm, the Past Commodore hoists a swallowtail version of the CIYC burgee, a nod to their legacy and ongoing place in our crew.

After all, tradition isn't about dusty rules—it's about flying our flags high and sailing forward with purpose, pride, and maybe a bit of swagger.

Commodore presents his burgee to in-coming Commodore, in-coming presents the 'Past Commodore's burgee to Commodore