

The DOUTS Event Pro-Forma

You need to have addressed each and every point on this event, treat it as a checklist. It will help you plan an event and make sure everything goes smoothly.

1. Plan an event

- **Safety Safety Safety**. If in doubt, ask the safety officer for an opinion on your event idea.
- Know Tides, Sunset and forecast and how they affect your event.
- Think: Who can refill tanks/ get and return hire gear/ drive the truck/boat, lead dives etc. Ask around, get names and people to help you – makes your life much easier!
- Talk to people who have done the dive, check websites. This information is invaluable.
- Run the event past the committee events manager (events@douts.org)

2. Load an event on the website

- See the “DOUTS Event Creation” document for screenshots and step-by-step guide
- Call a local dive shop and enquire on tank fills/ wetsuit hire etc. if frog dive is impractical.
- Inform the treasurer if there are any expenses that will subsequently need to be reimbursed.

3. Interim management

- Answer emails/ questions about events
- Organise gear logistics (to D3 and back for instance) well in advance. This include tank fills and external gear hire.
- Periodically ensure we haven't overbooked the event / hire gear/ bus etc by checking the website.
- Contact those who don't pay via paypal, ensure they make a payment to the bank account, otherwise their spot is not guaranteed (Treasurer can assist here). Subsequently, you need to manually update their event registration as paid on the website (use “wire transfer” description).

4. Just prior to the event

- Check forecast! Cancelling an event is OK (safety comes first), bad weather is an acceptable part of diving and there is no point being miserable or unsafe in poor weather. You must contact event attendees via mobile if you cancel really close to the event.
- Prepare gear hire (ensure all gear has been returned to truck – ask previous event organiser)
- Know the safety management procedures (DOUTS have SMS and save relevant phone numbers in your phone).

5. The event!

- Check certification cards
- Take outstanding money (DOUTS have almost completely moved to electronic funds payment in advance, but sometimes this is still required)
- Dive and have fun (most important step and makes the rest worthwhile).

6. After the event

- Ensure hire gear is returned and tanks are refilled. Do not leave empty tanks in the truck without asset manager approval.
- Note any safety incidences or maintenance issues, send to relevant people (equipment@douts.org or safetyofficer@douts.org)
- Send any receipts to the treasurer who can reimburse you.