

## SFDI Checklist for Planning a Local Dive

Date of dive \_\_\_\_\_

Show time \_\_\_\_\_ Go time \_\_\_\_\_ Return time \_\_\_\_\_

Name of Diver Operator \_\_\_\_\_ Website, Phone \_\_\_\_\_

Name, type of boat \_\_\_\_\_ Location \_\_\_\_\_

Price for a group (include tax) \_\_\_\_\_ ( for example for 10, 12 or 18 people).

Price per person, with tax and tip added: \_\_\_\_\_

\* Price should not include the dive tanks as some folks have their own. For tip, recommendation is 20% or \$5 per tank.

Minimum number of people for group rate \_\_\_\_\_ maximum number for the boat \_\_\_\_\_

Type of dive \_\_\_\_\_ (for example: drift dive, or moored dive; depths, current, etc.)

Advanced dive? YES NO

When does Dive Operator need payment? \_\_\_\_\_ Check or Credit Card?

What is the cancellation policy? \_\_\_\_\_

Are there are any specific directions (helpful hints), or parking instructions?

If so, details: \_\_\_\_\_

Announce the dive in the "Calendar \_\_\_\_\_" Contact the SFDI Event Coordinator with details.

Notes:

SFDI-sponsored trips are for current SFDI members only.

Interested divers must pay the SFDI treasurer before the event in order to have a spot on the boat; signing the list is only to denote interest.

Payments - Be prepared to pay the dive operator in full for everyone via check or credit card depending on their preference.

If possible, split out the portion collected for the dive master tip and bring this in cash. This way you can give it directly to the dive master on the boat.

Divers contact the dive operator to arrange for their individual gear needs. It is best not to get involved in gear and tanks. Each diver can work out the details with the dive operator directly.

Consider if you need to set up a cancellation policy.

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## 1-2 weeks before the dive

- Get the final list of people who are going from SFDI treasurer who has collected the payments.
- The SFDI treasurer collects payment from the individual divers so that you have all the money people paid in ahead of time. You personally pay for the dive and request a reimbursement from the SFDI treasurer after your payment.
- Send out email to the people who signed up. Include date, the time to show, the name and phone number of dive operator, directions and parking instructions and any essential information. They should bring their Certification Cards.

## 1,2 days before the dive

You may want to get confirmation from everyone who signed up for the dive that they are coming (can be done by phone, text or email). For full boats and prepaid trips, late cancellations must likely forfeit their pre-payment. Get cash for the tip.