

## CHECKLIST:

### CATERING

**Hiring a caterer** Please let them know it is for Elite Charters then let Elite Charters know what caterer you are using, we will then contact them

Check they are providing: plates  
cutlery  
serving utensils  
condiments  
napkins

**Self Catering** Please remember: plates  
cutlery  
serving utensils  
condiments  
napkins  
food

**BBQ** Please remember: Tongs  
condiments- sauce etc  
Buns / Bread

*Please ensure you bring sufficient food. A day on the water makes people hungry.*

### DRINKS / ALCOHOL

**Using a Supplier** Please let them know it is for Elite Charters then let Elite Charters know what supplier you are using, we will then contact them

Check they are providing: Ice  
Plastic Glasses  
Water

**BYO Drinks** Please remember: Ice  
Plastic Glasses  
Water

*Ensure that there is lots of drinking water and non- alcoholic alternatives for your guests  
As the organiser it is also a requirement of law that you provide non-alcoholic drinks*

***Please be aware that no bottles of spirits are permitted onboard any boat***

### MUSIC

All the boats have a good sound system to cater for Mp3, Ipods, phone, iPads or bluetooth.  
We suggest that you bring your own aux cable as some of the new devices are slightly different.

### GUESTS

Send them a map of the jetty where the boat is leaving from (Elite will provide this)  
Let them know if it is paid parking  
Ask them to be on time as the boat has a limited time at the jetty.

**Appropriate Dress** It gets cold on the river or on the way back from Rottneest, suggest your guests bring something warm  
Towel, hat, sunscreen, water bottle

**Appropriate footwear** It's a boat, so high heels are not recommended. Please be aware many skippers ask that shoes be removed once onboard.

### ORGANISOR

**Set-up / Decorations** If you would like to decorate the boat please ring me so I can arrange something for you.  
This will definitely depend on the boat and any charters they have that day 30 minutes is usually the maximum available. .

**Be Patient:** The boats plan to be at the jetty 15- 20 minutes before your charter start so guests can be loaded.  
Most skippers are very accommodating and want you to have a great time so will happily extend your charter if they were late to the jetty.  
Please be patient, often at very busy times it is difficult for your boat to get to the jetty at the exact time stated.

**Skipper Contact Details** Make sure you have their number with you, Elite will have provided this.

*As the organiser please introduce yourself to the skipper once you get onboard and discuss any requirements  
To make sure your day is as successful as possible, it is important that your guests are not drunk and causing problems as this may result in that person being offloaded at the nearest jetty and possibly your charter cancelled.*

**And Remember**

**Have a fantastic day**

Please ring me with any problems you may have or if I can provide any assistance.

regards Kerry  
0414 637495