

# Regatta Program Guide

**Please let RV know if you do not wish to print programs and we will not prepare the follow for you.**

## **Program inclusions from Rowing Victoria:**

- Lane draws
- List of club and school colours
- Competition rules
- Rowing traffic map (relevant to regatta day rather than regular training traffic movement)
- Map of venue showing amenities (if provided by Regatta Host)
- List of regatta committee and volunteer staff (if provided by Regatta Host)
- Rowing Victoria logo
- List of Boat Race Officials rostered to work at your regatta

## **Additional (optional for Regatta Host to include proceeding receipt from RV)**

- Sponsor logos and advertisements
- History of regatta
- Details of competitions / raffles being held on the day
- Catering / bar lists and prices
- Details of things to see in the surrounding region
- Advertisements featuring future relevant rowing events

## **Front cover:**

- Rowing Victoria logo
- Regatta name
- Regatta date
- Picture / logo
- Logo of host club / association
- Program cost
- Sponsor logo

## **Process:**

1. Plan your program inclusions well in advance. The standard program inclusions that are provided by RV will be included in one word document.
2. Book printer; ask the printer what format they would like to receive the document in eg. PDF
3. Design cover (keep simple; design using elements of your regatta flyer to continue a theme and assist with consistency)
4. Once program skeleton including draws are received from RV, compile and send to printers
5. Print ratio: approx 1 program for every 10 participants (include coaches in your tally)
6. Distribute programs at gate and / or at the regatta operations office

Following the regatta, it would be most appreciated if you were to please send a copy of the program to the Rowing Victoria office.