

2024 Golden Eagle Ready Room Watch Stander's Guide

The success of a Golden Eagle Reunion is dependent on the atmosphere afforded to participants in the Ready Room. We are hoping to make this one the best-ever, and we thank you all for volunteering to help make that happen. The following outline some of the watch stander's duties:

- Arrive 5 minutes prior to your watch for the turnover. For the first watch of the day, arrive early to set up and coordinate with your RR Captain.
- Ensure that beer, wine, liquor, coffee, soda, mixers and water are available. Keep beer & white wine chilled with appropriate bottles of both white and red uncorked for access. Monitor usage and open new bottles as appropriate.
- Make sure that snacks, plates, utensils, napkins, glasses, corkscrews, mixing stirs and cups are available. Log refreshments & supplies used.
- Arrange the tables and chairs for maximum efficiency and monitor as they are moved about during your watch. Assess the potential needs of folks that may require physical assistance and provide when appropriate.
- Encourage contributions in provided donation jar. Anticipate \$20 per Golden Eagle to cover the cost of running the Ready Room. RR Captain will collect funds from the jar during the day with a final collection after the last shift.
- While a boisterous exchange of sea stories is welcomed, please encourage proper decorum so that everyone can actively participate and enjoy their time in the Ready Room.
- Remind participants of impending closures of the Ready Room and enforce that schedule so that everyone can make the main events in a timely manner. **Final call is at 2300** followed by 30 minutes to provide the watch time to clean up, consolidate reusable snacks and open bottles, and lock up.
- Ready Room Captain duties:
 - On-coming RR Captain should arrive about 30 minutes early ensure the Ready Room is ready for opening each morning.
 - Off-going RR Captain, AYC pass along any watch issues and give the previous day's GE donations to Ready Room Coordinator.
 - RR Committee Members will make runs to the package store or grocery store to restock supplies as needed. Use GE credit card and tax exempt certificate for all purchases.

If you have any questions or suggestions to improve the efficiency or atmosphere of the Ready Room please share with the daily RR Captain or RR Committee Member, Gerry Hoewing: 850-380-3404. Thanks