



Instructions and general information for use of CYOA Arrival Information Form

This form will not work on a mobile device.

You need the free Adobe Reader (or Adobe Acrobat) on your computer to be able to complete this form on line.



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The following fields are **required**: Charterer's Name, Charter Start Date, Charter (or Folio) #, and the first two lines of crew information. The form **will not** Email or Print if they are blank. Hover over a field to see a tip on how to format your response.

To be able to email this form directly to CYOA by pushing the email button you must have a desktop email client running on your computer, such as Microsoft Outlook, Outlook Express, Eudora or Mail. If you are using an internet based email such as Microsoft Hotmail, Gmail or Yahoo you will have to save the completed form to your computer and then attach it to an email you create in your email program and return it manually using your internet email service.

We greatly prefer that the form be submitted to us electronically. However, in a pinch you can print the form and then fax it to our toll free fax number 800-662-0845 (or +340-777-9750).

CYOA Yacht Charters - Crew List and Arrival Information

Name on Contract: _____ Contract #: _____

Are you coming straight from airport to CYOA? YES _____ NO _____

If Hotel or other - please provide name and contact information: _____

	Last Name	First Name	Cell Phone Number	Airline Name	Flight Number	Scheduled Arrival Time
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Sleepaboard boarding is at 4PM - briefing the following morning after 8:15AM.

If your charter is a noon start the skipper and 1st mate must be at the marina by 2:30PM if you want any chance at getting off the dock that day. Skipper and 1st mate must both attend the briefing. If your marina arrival is after 2:30PM you should expect to spend the night in the marina and for your briefing to be completed the following morning.

If you are unable to email this form to CYOA please print and fax to 340-777-9750.