

MARINA OPERATIONS

Season Setup Checklist

Use this between haul-out and opening day.
Each section's window closes before the next one opens.

OCTOBER - NOVEMBER · While the boats are coming out

- ☐ Every hauled boat assigned to a storage location as it comes out
- ☐ Boat dimensions recorded: length, beam, draft
- ☐ Winter storage agreement signed before the boat is blocked
- ☐ Payment method on file for every storage customer
- ☐ Fuel dock season end date set and published
- ☐ End-of-season fuel and inventory margins reviewed

DECEMBER - JANUARY · Decide next season

- ☐ Season reviewed slip by slip: occupancy, vacancy, revenue per slip
- ☐ Insurance certificates audited, expired and missing flagged
- ☐ Next season's rates set for slips, storage, and fees
- ☐ Next season's dates configured in Dockwa
- ☐ Contract terms reviewed: late fees, weather and closure language, cancellation
- ☐ Waitlist reviewed against the slips you expect to open

FEBRUARY - MARCH · Renewals and contracts

- ☐ Renewal list built, chase list separated out
- ☐ Next season's contract group created from this year's
- ☐ Slips pre-assigned ahead of renewals
- ☐ Renewals sent with payment terms and installment schedule set
- ☐ Card on file captured at signing
- ☐ Non-renewals identified and those slips marketed

BEFORE YOU OPEN · Final checks

- ☐ Transient availability open for next season
- ☐ Public profile current: hours, fuel prices, amenities, photos
- ☐ Staff trained on anything that changed
- ☐ One thing that lived on a spreadsheet last year, doesn't this year

In Dockwa: storage assignments live in **Spaces** · your season read is **Reports → Rent Roll** · renewals start from last season's **contract group**