

## Event Organisation: Basic Checklist

O = Organiser; P = Planner; C = Controller

<b>To do / check first</b> <ul style="list-style-type: none"> <li>• Access</li> <li>• Registration</li> <li>• Car Park</li> <li>• Toilets</li> <li>• Talk to P &amp; C</li> <li>• Advertise</li> </ul>	<b>Risk Assessment</b> <ul style="list-style-type: none"> <li>• Make start</li> <li>• Talk to P &amp; C</li> <li>• Finish</li> <li>• Countersigned</li> <li>• Use final column as aide memoire for event day</li> </ul>	<b>Volunteers</b> <ul style="list-style-type: none"> <li>• Event teams</li> <li>• Team leaders</li> <li>• Numbers</li> <li>• Shifts</li> </ul>	<b>Equipment</b> <ul style="list-style-type: none"> <li>• Check store</li> <li>• What needed</li> <li>• Extras?</li> <li>• Transport</li> <li>• Make list</li> </ul>
<b>Info for flyer / website</b> <ul style="list-style-type: none"> <li>• Use club template</li> <li>• Check with C before finalising</li> </ul>	<b>Communications</b> <ul style="list-style-type: none"> <li>• Check if mobiles / radios will work</li> <li>• Team Leader names &amp; mobile nos to all incl O, P &amp; C</li> </ul>	<b>Signs</b> <ul style="list-style-type: none"> <li>• Existing?</li> <li>• Needed?</li> <li>• Where?</li> <li>• How many?</li> <li>• Whose job?</li> </ul>	<b>Car Park</b> <ul style="list-style-type: none"> <li>• Team</li> <li>• Equipment</li> <li>• CP charge?</li> </ul>
<b>Registration</b> <ul style="list-style-type: none"> <li>• Shelter</li> <li>• Equipment</li> <li>• Recording names</li> <li>• Float</li> <li>• E-card hire</li> <li>• Info e.g. start, 1stAid</li> </ul>	<b>Start</b> <ul style="list-style-type: none"> <li>• Route to start</li> <li>• Equipment</li> <li>• Maps</li> <li>• Control descriptions?</li> <li>• Any special info?</li> </ul>	<b>In the Forest</b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> maps?</li> <li>• Taped sections?</li> <li>• Road crossings</li> <li>• Drinks point(s)</li> <li>• Patrols?</li> </ul>	<b>Finish</b> <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Manned?</li> <li>• Route to Download?</li> </ul>
<b>Results/Download</b> <ul style="list-style-type: none"> <li>• Shelter</li> <li>• Equipment</li> <li>• Problems?</li> <li>• Complaints?</li> </ul>	<b>String Course</b> <ul style="list-style-type: none"> <li>• Suitable place</li> <li>• Equipment</li> <li>• Signs</li> </ul>	<b>Toilets</b> <ul style="list-style-type: none"> <li>• Location</li> <li>• Hire?</li> <li>• Delivery / collection</li> <li>• Extra toilet rolls</li> </ul>	<b>Prize Giving</b> <ul style="list-style-type: none"> <li>• What?</li> <li>• How many?</li> <li>• Where?</li> <li>• When?</li> <li>• Information</li> </ul>
<b>Traders</b> <ul style="list-style-type: none"> <li>• Plan in advance</li> <li>• Litter?</li> </ul>	<b>First Aid</b> <ul style="list-style-type: none"> <li>• Club or outside provision?</li> <li>• Nearest A&amp;E location / map</li> <li>• Info to competitors</li> </ul>	<b>Drinks</b> <ul style="list-style-type: none"> <li>• Yes / No?</li> <li>• Water available?</li> <li>• Equipment</li> <li>• Litter</li> </ul>	<b>Protests / Jury</b> <ul style="list-style-type: none"> <li>• Talk to C</li> <li>• Have a plan</li> <li>• May need a jury as contingency</li> </ul>
<b>After event</b> <ul style="list-style-type: none"> <li>• Results - OK with C?</li> <li>• Club &amp; BOF web site/rankings</li> <li>• Numbers to BOF</li> <li>• Return equipment</li> <li>• Reports O, P &amp; C and expenses for officials</li> <li>• Event accounts &amp; money to club</li> <li>• Thanks letter / email to everyone involved</li> <li>• Incident form to BOF within 1 week</li> <li>• Any learning points to club</li> </ul>			

A detailed checklist will be found on the BOF web site: Officials>Event Officials Handbook>Checklists