

Organisers Checklist

Pre Event

- Check Car Park location, size and entrance
- Where will Assembly Area be? Position of Emit and Registration tents?
- Position of toilets?
- Do you need straw or matting if wet?
- Is there a gate which needs a key?
- Are there suitable places for signs to the event? Consult Planner and complete Risk Assessment Form, available from BADO Secretary.
- Order toilets: Loos for Do's – 01420 588355 (Winchester) or (www.site-equip.co.uk) or (www.robbeale.co.uk) (Salisbury)

Two for most events, three for Regional. Ask for extra toilet rolls. Agree contact procedure or give an accurate map for the positioning. Can they be delivered without access being arranged?

- Do you want Tom's Burger van or Ultrasport?
- Check that Emit has been booked.
- Sweets for String Course
- Prepare Registration paperwork
- Record of map sales. Entry Forms for Car Parkers to give out.
- Courses information for display, unless done by the Planner
- Organise teams
- Start, Registration, Parking, String Course, Control collection.
- Appoint team leaders and persons to man Finish and drinks.
- Have one or two spare helpers; they could tape routes to Start and from Finish.

Week before

- Place signs at entry points to the forest to let other users know when the event is taking place and also invite their participation.
- Collect equipment from BADO store – Andy MacGregor has all start equipment
 - Tent
 - Club flag
 - Finish banner
 - Large table, drinks table and pasting table.
 - Green and orange poles
 - Mine tape
 - Chairs for Reg, String course
 - First Aid and Incident record sheets
 - Float for Reg. another for Car Parking
 - Safety jackets for parkers, Bucket for Car Park money
 - Scissors, string, tape, stapler
 - Road signs and signs to Start, String Course, Runners Crossing

- Plastic drinks containers, Juice, rubbish bags, cups
- String Course
 - Controls
 - String reel
 - Control cards
 - Pens
 - Score sheet
 - Sweets
 - Signage
 - Timer or watch

Day before and/or On The Day

- Place road signs
- Erect Registration tent, table and chairs.
- Check taping of routes to Start and from Finish.
- Erect drinks table and rubbish bags. Supply cups and squash.

End of Day

- Ensure Control Collection personnel are organised by Planner.
- Remove all tape from the forest.
- Take down club tent and flag.
- Ensure toilets can be collected the following day.

Post Event

- Return equipment to BADO store.
- Notify Committee of any shortages.