



# LOCAL EVENT ORGANISER'S CHECKLIST



Here is a checklist of the things that a LOCAL EVENT Organiser needs to do. Most of what needs to be done is straightforward and there are many experienced club members to ask for advice.

This is version 2.0 of this checklist. If you have any comments, corrections or suggestions then please contact [Alastair Mackenzie](#). Here is a [pdf version](#) of this web page which prints on two pages of A4.

There are several things that the organiser SHOULD NOT have to do. They will already have been done, or are other peoples' responsibility.

Action Completed by Others	Who has done it
Negotiated outline permission for use of the area and for parking.	Various people, depending on area.
Appointed planner, controller, and SI team leader. Booking of the SI or EMIT equipment (if used).	Officials Finder SI Team Leader
Registered the Event with BO for publicity and insurance.	Fixtures Secretary.
Identified the event on the fixtures list in Tchimes and on the CLOK website	Tchimes editor, Webmaster
Provided the event map to the planner.	Map librarian.
Planning courses, preparing event maps and control descriptions, arranging for printing, putting out everything between start and finish.	Planner

This checklist is written with 'Full colour coded' LOCAL EVENTS in mind. It can be adapted for smaller events where some items may not be required.

Preferred timing	Action	Done?
As soon as possible.	Make contact with the planner, controller and computer team leader. Check that you all have the same understanding of who does what and by when. With the Planner, agree the locations of the Assembly Area, the Start and the Finish, the courses to be offered, and any other information needed for the flyer.	.
As soon as possible.	Check that access and parking arrangements have been negotiated. Visit the site.	.
As soon as possible.	Receive the documentation pack from BO via the Fixtures Secretary, including confirmation that the Event will be insured, and a form for preparing a risk assessment.	.
4 months before the event.	Carry out a risk assessment in consultation with the planner.	.
3 - 4 months before the event.	Prepare the event flyer. If possible, find some images of the area and add details of other local attractions. Send an electronic copy to the webmaster and the Tchimes editor. Arrange for copies of the flyer to be taken to events run by CLOK and neighbouring clubs. Consider other publicity - sports centres, running events.	.
6 - 8 weeks before the event.	In consultation with the Planner, decide the layout and procedures for the Start and Finish. In particular: 1. How and where the competitors will pick up their maps. 2. How control descriptions will be provided. 3. Arrangements for allocating start times; e.g. "turn up and go".	.
6 - 8 weeks before the event.	Plan what road signs are needed, the parking layout and the marshalling arrangements.	.
6 - 8 weeks before the event.	In consultation with the Computer Team Leader, decide the layout of the Assembly Area and the registration procedures.	.
6 - 8 weeks before the event.	Arrange First Aid cover for the event; normally this is provided by club first aiders. If appropriate, contact the Police to inform them about the event.	.
4 weeks before the event.	If required, contact Mike Hardy to hire toilets for the event.	.
4 weeks before the event.	Make a list of the helpers needed to run the event. Phone around and arrange them.	.
7 - 10 days before the event.	If required, check the arrangements for delivering toilets to the event.	.

3 - 5 days before the event.	Contact the helpers to confirm tasks, timings, etc. Consider issuing a note describing the arrangements.	.
3 - 5 days before the event.	Collect the <a href="#">equipment</a> needed to run the event. Make sure you have any keys required, and contact details for landowners in the event of on-the-day problems. Contact the Planner and check the arrangements for bringing the maps and the control descriptions to the event.	.
3 - 5 days before the event.	Monitor weather forecasts and make appropriate arrangements if severe weather looks likely. This could include hiring a van for use by the computer team.	.
The morning of the event.	Put up the signs to the event. Supervise the set-up of the Assembly Area including the accommodation for the Computer Team.	.
During the event.	Be available to deal with any issues that arise during the event.	.
Immediately after the event.	Check that all the competitors have been accounted for.	.
Immediately after the event.	<ol style="list-style-type: none"> <li>1. Supervise the dismantling of the Assembly Area.</li> <li>2. Collect all cash boxes, results envelopes (if there are any), lost property etc.</li> <li>3. Ensure that all equipment is collected, and that arrangements are made to return it to the appropriate places.</li> <li>4. Ensure that arrangements have been made to check that the Planner and the control collectors all return safely.</li> <li>5. Make arrangements to lock any gates.</li> <li>6. Remove all signs.</li> </ol>	.
1 - 2 days after the event.	Check that the preliminary results have been made available on the CLOK web site.	.
During the week after the event.	Monitor the event bulletin board on the CLOK web site and respond to comments as appropriate. Write Organiser's comments and send them to the CLOK webmaster. If anyone has filled in results envelopes, mail them copies of the results -- preferably including the Organiser's, Planner's and Controller's comments. Advertise any lost property.	.
Within 2 - 3 weeks after the event.	Prepare summary accounts for the event. This includes authorising the Forestry Commission or other land owners access fee, and authorising the payment of Officials' expenses and any relevant bills. Send that form, plus the proceeds from the event, to the CLOK Treasurer for payment. Copies of the form can be downloaded from the main <a href="#">Toolkit</a> page.	.
Within 2 - 3 weeks after the event.	Write letters of thanks to land-owners, etc. If appropriate, send summary information about the event to the North York Moors National Park.	.
Within 2 - 3 weeks after the event.	If you have found information about the area that would help future organisers, send it to Peter Archer. If you think that this checklist could be improved, please contact the webmaster.	.

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