

O' = Organiser, 'P' = Planner, 'C' = Controller

Item	Who	Done	Resources	Remarks
PRE-EVENT				
Land Clearance	O			
Event Flyer	O			
Access Arrangements	O			
Order Refreshments	O		Tea,squash,cups	
Book Transport	O		Minibus,landrover, 4 tonner	
Book Lunches	O		12 lunches	
Source Maps	O			60
Source Control Cards	O			60 Tyvek if possible (NOC have spares)
Print Control Descriptions	P			60
Create Registration Sheets	O		Clipboards, sheets	A & B cse
Book Tables/chairs/tents etc	O			EEOL blue tent?
Source Controls/clocks	O			EEOL pool? Sam Southwell 95771
Prepare control markers	P			Check codes, repairs
Map Corrections	P		Map, fabloned	Post at Registration
Make Master Maps	P		Boards,fablon,pens,maps	
Make/source signs	O		Road signs,registration,start,finish	EEOL pool?
ON THE DAY				
Place controls	P			
Check courses	C			
Set up registration system	O		Tent,table,chairs,forms,laptop,sign,receipt book	Can be run from minibus. Collect entry fee
Set up results service	O		Table,chairs,master cards,card boxes	
Set up start & master maps	O/P		Grid,clock(+spare),master maps	Tent/shelter for master maps if wet
Set up finish	O		Tent,table,chairs,draw stubs,stapler,gym clock+ paper	
Synchronise clocks	O			
Erect washing line	O		String,stapler,staples,pickets,thumper	
Set up refreshments	O		Table,squash,water,cups,bin	At finish
Manage Carparking	O			
POST EVENT				
Return stores	O			
Return un-used maps	O			If bought on a buy-back basis
Produce results	O			
Thank Landowner	O			